JOB DESCRIPTION – INTERN

STATUS:    Non-Exempt
DEPARTMENT:  General
DATE:  July, 2011

FUNCTION

The Intern is placed in various positions within the organization as a means to develop skills and knowledge. Based upon training and time allotment, the Intern may work with varied personnel within several departments.

ORGANIZATIONAL RELATIONSHIPS

A. The Intern reports directly to first level of management within the department assigned to.
B. The Intern has no supervisory authority.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

A. Responsible for essential functions and responsibilities as described in the specific position assigned.
B. Work with various levels to report progress and work flow.
C. Provide excellent customer service, portraying a positive attitude towards internal and external customers.
D. Produce quarterly reports to human resources outlining learned skill set.

OTHER DUTIES

A. Remain current on the industry trends and economic conditions; understand and utilize knowledge of industry patterns and seasonality.
B. Other duties as assigned.

MENTAL AND PHYSICAL REQUIREMENTS

A. Excellent interpersonal skills.
B. Ability to solve complex problems.
C. Excellent Analytical skills.
D. Ability to perform assigned duties under frequent time pressures in an interruptive environment.
E. Excellent verbal and written communication skills.
F. Long periods of sitting.
G. Ability to lift and carry objects up to 20 pounds.
H. Frequent use of computer and telephone.

EDUCATION, TRAINING AND EXPERIENCE

A. Working towards a four year college degree in Business Management or related field preferred.

WORKING ENVIRONMENT AND CONDITIONS

A. Office environment.

EQUIPMENT AND TOOLS

<table>
<thead>
<tr>
<th>Computer</th>
<th>Calculator</th>
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<tbody>
<tr>
<td>Telephone</td>
<td>Fax - Scanner</td>
</tr>
<tr>
<td>PC software and network</td>
<td>Copy Machine</td>
</tr>
</tbody>
</table>

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The company recognizes that an individual with a disability may require an accommodation to enable him/her to successfully perform a job function. Consideration will be given to reasonable accommodations. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.