



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

Computer	Calculator
Telephone	Fax - Scanner
PC software and network	Copy Machine

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.