

Date: February 22, 2010

Hours: Spring – one day per week (approx. 2 hours)
Summer – part-time (approx. 20 hours/week)

Pay: \$7.25/hour

Description: Looking for an intern interested in working with a local company that deals with ad specialties - sales and marketing.

Duties will include counting inventory when shipments arrive, posting information on the website, researching products with suppliers, entering data for orders, setting up and preparing for supplier shows and attend supplier tradeshow. The intern will also be able to shadow business meetings, provide input from a teen perspective when relevant to client needs, and attend meetings of many types of organizations and networking groups.

There will be a lot of variety to the work and the opportunity to work in a small business atmosphere.

If interested, please sign-up below to be considered for an interview.

Name/phone number/email address
