Company: Americh Corp.

Location: Charlotte, NC (near Carowinds)

Position: Paid-Internship, 20 hours a week

About Americh

Americh was founded in 1982 in North Hollywood, California. With two locations, Charlotte and North Hollywood, this family owned business continues to produce exciting and unique customized bathing experience through exacting quality standards, sustainable business practices, and innovative technology. Our extensive collection of designs, our broad palette of colors, and the definitive selection of finishing touches create endless possibilities. In conjunction with superior product, Americh is also known for providing highest quality of support and customer service.

Desired Skill Set

- Microsoft Office (particularly Excel, Publisher, and Access)
- Adobe Photoshop
- Adobe Acrobat
- InDesign (a plus but not necessary)
- AutoCAD (a plus but not necessary)

Duties Include

- Assist with basic literature preparation (price lists, technical specification sheets, instructions)
- Assist with website maintenance
- Database maintenance (Sage Software and Access)
- Answer customer e-mails and calls
- Possibly assist with the development and maintenance of social networking platforms
- Duties will range from clerical work to more advanced technical skills.

The position has the potential to be a permanent part-time position with some flexibility for class schedule for the right candidate.