This will be a paid internship - this individual will do high level support for the CEO, COO and CFO. Ideally we’d like to have someone in place the end of June so that Allison can train her before she goes out and anticipate it will be an 8-week assignment. Some of the criteria and responsibilities would include:

- Provide high level administrative support
- Prepare reports, presentations and memos using Microsoft Word, Excel and PowerPoint
- Schedule meetings and plan business trips
- Arranging hotel accommodations and the logistics for visitors and senior management
- Managing multiple calendars
- Handle extremely confidential information with discretion and diplomacy
- Routine support functions such as typing correspondence, photocopying, faxing, filing.

**Requirements include** a high level of the skills and abilities listed below:

- Excellent written and oral communication skills
- Experienced and/or training in Legal / paralegal a definite plus
- Professionalism
- Good telephone etiquette
- Discretion and diplomacy
- Proven customer relations background
- Demonstrated Microsoft Excel and PowerPoint skills

Our company is a fast-paced, rapidly growing organization, we need someone that is his “right hand”. The ideal individual will be able to take charge, without overstepping leadership directives; is intelligent and sharp; anticipates the needs of the organization and other senior managers and is not fearful to respond appropriately.

I’d like to move quickly on this, identifying any suitable individuals through Winthrop first before we go outside to fill this position. Please feel free to give me a call or email tomorrow.

**Janet Cutini**  
Human Resource Director

O: 803-802-1130  
F: 866-673-6724  
E: jcutini@compactserv.com

Visit Us: [www.compactserv.com](http://www.compactserv.com)