POSITION: MMG- Intern

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct research, and assist with the content creation, design, editing and preparation of documents, presentations, and reports.
- Assist with data entry in Quickbooks and Corrigo.
- Other duties and projects as assigned

QUALIFICATIONS:

- Ability to prioritize and multi-task autonomously in an extremely fast-paced environment.
- Ability to take initiative and act independently with minimal supervision
- Excellent communication skills, both written and verbal.
- Must have advanced computer skills, including MS Office (Word, Excel, Outlook, Publisher and PowerPoint), QuickBooks, Adobe Acrobat Pro, etc.
- Must be willing and able to learn and use new computer software and office equipment.

HOURS:

- 20 – 30 hours per week. Supervisor will set the schedule around the student’s class schedule. The schedule will be flexible to accommodate the student.

COMPENSATION:

- This internship will be an unpaid internship but will allow the student to gather experience in a challenging work environment.

HOW TO CONTACT US:

- Please send a copy of your resume to careers@kuester.com with the subject line “internship.”