Business Management Intern

Description

Write a brief paragraph on why your business is the right place for a student to begin their career here. What sets your company apart? (See internship ads from Google for an interesting method of writing job ads that seem to be highly effective in building interest with Gen Y)

Company is looking for a Business Management intern. The student filling this position learn more about (X,Y,Z) and make an impact on our business by contributing directly to (A,B,C). Don't forget to include expected number of hours per week, duration of internship, and whether or not it's paid.

Responsibilities

- Learn and master internal operations, including but not limited to accounting, event planning, finance, human resources, payroll, marketing, relationship building, customer service, sales, daily operations, etc.
- Identify areas for process improvement
- Make recommendations to leadership for streamlining systems and processes
- Research and implement solutions for enhanced efficiency
- Provide general administration assistance and support
- Manage and maintain social media websites
- Manage store operations and strongly focus on loss prevention
- Training and development of staff
- Sales building, merchandising and financial and inventory management.
- Project management responsibilities
- Motivate a team to improve performance and optimize customer experiences
- Other administrative and business management tasks as assigned

Requirements

Applicants should be Junior or Senior level Business Management majors who are proficient in Microsoft Office applications such as (1,2,3). Attention to detail, the ability to multi-task and excellent oral and written communication skills are all essential to this position.

Majors

Business Management, Human Resources Management, International Business, or a related field, etc.

Instructions for Applying:

Ex. include an email address to send applications to or a link to your company's career page.

Company Contact Information:

Include the email address, phone number, and website applicants should use to contact you with questions.