



# Internship Opportunity

## *Office Administration*



### REQUIREMENTS:

- ENROLLED IN A COLLEGE/UNIVERSITY PROGRAM
- PROFESSIONAL APPEARANCE & POSITIVE ATTITUDE
- STRONG COMMUNICATION SKILLS
- PROFICIENT IN MICROSOFT WORD, EXCEL, OUTLOOK
- ABLE TO MULTITASK EFFECTIVELY

### RESPONSIBILITIES:

- GREET VISITORS & MANAGE FRONT DESK
- ANSWER/SCREEN CALLS & TAKE MESSAGES
- ASSIST WITH SCHEDULING & ADMIN TASKS

### BENEFITS:

- HANDS-ON OFFICE EXPERIENCE
- SKILL DEVELOPMENT & MENTORSHIP
- PROFESSIONAL NETWORKING

334-262-0432

**WORKABLE SOLUTIONS**



**SEND YOUR RESUME TO:**  
[info@wsips.net](mailto:info@wsips.net)



**\*NOTE: THIS IS AN UNPAID INTERNSHIP  
DESIGNED FOR LEARNING AND EXPERIENCE.**