



INTERNSHIP



Organization: S3T Solutions, Inc.

Location: Pleasanton, CA

Job Title: Clerical/Admin/Project Manager

Job Description:

- Clerical- Filing, document creation, errands, Word, spreadsheets
- Project admin/manager-execute task list
- Social media skills a plus

Qualifications/Requirements:

- Appreciation for food/restaurant business is a plus. Any background is welcomed
- Candidate must be fully confident of their skills: written and verbal

Hours: Open

Wage: TBD

Training:

- Will work closely with the director of business operations and will receive guidance.

Time Period: year round

Contact: Las Positas Internship Coordinator
Leslie Gravino @ (925) 424-1876