

INTERNSHIP



Organization: Service West

Location: San Leandro

Job Title: Administrative Intern

Job Description:

- Admin, Sales & Marketing, Accounting support.
- Basic research for project bid requests
- Document preparation for account coordinators
- Database and spreadsheet development for accounting & Financing

Qualifications/Requirements:

- Intermediate and higher excel spreadsheet
- Positive outlook; ability to comprehend detail and complete projects through completion
- Initiative to complete projects/tasks on time.

Hours: TBD

Wage: TBD per skill set

Training:

- Direction given with projects/tasks to complete assigned work on time.

Time Period: year round

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