

JD For Administrative Intern

Job Title: Administrative Intern

Company: [Company Name]

Location: [City, State]

Job Description:

We are seeking a highly motivated and detail-oriented Administrative Intern to join our team. The successful candidate will be responsible for supporting various administrative tasks and projects across the company. This is an excellent opportunity to gain hands-on experience and develop professional skills in a fast-paced, dynamic environment.

Key Responsibilities:

- Assist in managing and organizing company files and documents
- Answer and direct phone calls and emails to the appropriate parties
- Provide administrative support to various departments as needed
- Prepare reports, presentations, and other materials as requested
- Help plan and coordinate company events and meetings
- Perform general office duties such as photocopying, scanning, and filing
- Conduct research and gather data as required
- Other duties as assigned

Technical Competency Requirements:

- Manages proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Applies experience with hotel property management systems (PMS) such as Opera, Fidelio, or Protel
- Maintains knowledge of customer service principles and practices
- Demonstrates to operate basic office equipment, such as computers, phones, and copiers

Behavioral Competency Requirements:

- Portrays strong leadership and team management skills
- Delivers excellent communication and interpersonal skills
- Capabilities to think strategically and solve complex problems.
- Possess strong business acumen and financial management skills
- Maintains confidentiality and handle sensitive information with discretion



Qualifications:

- Currently enrolled in a Bachelor's or Master's degree program, preferably in Business Administration, Communications, or a related field
- Strong academic performance (minimum GPA of 3.0)
- Previous administrative or office experience preferred, but not required
- Ability to work at least 20 hours per week during the internship period
- Must be authorized to work in the United States