

## Work Study Job Description

<b>Job Title</b>	Small Business Internship
<b>Organization Name</b>	Complete Office
<b>Job Location</b>	Tukwila
<b>Address</b>	11521 E. Marginal way, suite 100 Seattle WA 98168
<b>Pay Rate</b>	\$10 - \$10
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Brenda Paik
<b>Phone Number</b>	206-336-5747
<b>Email Address</b>	bpaik@complete-office.com
<b>Website</b>	

### Nature of Organization

We sell Office supplies, computer supplies, furniture, and janitorial services.

### Duties and Responsibilities

- . Assist with various admin duties in the Accounting, Customer Service and Sales departments
- . Put together sales binders
- . Help Sales with various projects
- . Create Power Point Presentation slides
- . Help with AR month-end duties
- . Scan invoices and email them to customers
- . File documents
- . Perform additional job-related duties as required

### Minimum Qualifications

**Basic Qualifications:**

- . Eligible to work in the US
- . Student's pursuing a Bachelor and/or Master's degree
- . Academic students seeking professional training with a small business corporate environment

**Preferred Qualifications:**

- . 3.0 GPA or above
- . Intermediate MS Word, Excel and Power Point Presentation skills
- . Analytical, relationship building, and interpersonal skills are essential
- . Must be able to function with minimal supervision
- . Effective presentation and project management skills
- . Previous admin experience is a plus

**Educational Benefits**

Learn the inner working of a successful small products and services business.

**How to Apply**

Please email resume to [bpaik@complete-office.com](mailto:bpaik@complete-office.com)

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Job Number: 40COMP01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 40%