

Internship Program Office Coordinator 8 Weeks unpaid

2015



GREEN & GREEN
GIFTS WITH FLAIR

Our Concept

The Green & Green Office Coordinator Internship Program is a hands-on approach to learning and getting involved in the day-to-day business activities.

An opportunity to get involved by participating and engaging in our daily business processes.

This Internship experience creates opportunities to learn, shine, and hone your skills.



What you Will Learn

Hands-on business experience and business-to-business interaction and integration.

1	Communication Skills	<ul style="list-style-type: none">•Daily business tasks•Answering the phone•Friday AIB discussions
2	Business Experience	<ul style="list-style-type: none">• Learn how to communicate on phone and answering email requests.•Marketing (e-flyer, brochure, newsletter, video message)•Quality control, processes and helping clients• Accounting, CRM, Social Media•Microsoft Office, e-commerce, e-newsletter, web design, SEO)
3	Company Values and Experience	<ul style="list-style-type: none">• Business Protocol and Gift giving Etiquette•Process, Policies and Procedures•Participate at our booths and business events.

Office Coordinator

You are an enthusiastic individual with an appetite to take on tasks and have the ability to follow through then please submit your application for our Office Coordinator position to career@greennngreen.com.

You have the desire to learn and advance your career goals. You have experience with using Microsoft Office and proficient in Word, PowerPoint, Outlook and Excel. You will assist in creating presentation documents, slides and proposals using PowerPoint with the ability to edit and create presentations. Knowledge of Excel is a requirement as you will be coordinating our sales processes with excel including creating budgets and schedules.

You have some understanding of CRM and basic knowledge of social media. You will be trained to manage basic CRM duties. Your skills will enable you learn and manage our company event calendar which includes the following tasks: creating schedules, managing contacts and emails, including imputing. You will also manage some light social media duties. Training on our systems will be provided.

You are a people person and like to interact with others. You have great phone skills and you are fluent in the English language both verbal and written. You have a sharp eye for detail and efficiency. You are dependable, reliable and willing to adapt with our hands on approach office atmosphere. Please submit your resume to career@greennngreen.com