

## **Administrative Intern**

### Description

This person will receive practical, hands on experience of the entire working process and what it takes to operate a business. The intern will be able to interact with key corporate managers including the President and Sales Manager. This job requires a “can do” attitude, the ability to multi-task and most importantly, the aptitude to learn.

### Responsibilities:

1. Marketing assistance
  - Assist with company newsletter
  - Work at offsite marketing and promotional events
  
2. Administration assistance
  - Receptionist and customer service duties
  - Clerical duties
  - Logistics tracking
  
3. Sales assistance
  - Events coordination
  - Handle online, phone in and walk in customers
  - Work at offsite sales events
  - Maintain retail showroom area
  
4. Production and Warehouse assistance
  - Help with packing when needed

### Requirements:

- Strong organizational and time management skills
- Strong computer skills including Excel, Word, and Outlook Express.
- Pleasant phone demeanor
- Hawaii Driver's License.

### Expectations:

- Develop working knowledge of the company
- Understand features and benefits of our products
- Professional appearance
- Be of service to people
- Demonstrate initiative and leadership skills
- Desire for personal and professional growth
- Exhibit respect and courtesy when dealing with others