

Hardman Construction Paid Office Intern Position

Intern Expectations

- Strive to be friendly and professional
- Ask questions when unsure of what to do or how to handle a situation
- Practice good personal hygiene
- Have some computer knowledge
- Ability to keep information confidential if needed
- Ability to work independently
- Attention to detail and good organizational skills

Responsibilities and Duties

The Office Assistant Intern is under the direction of the Administrative Assistant. The Office Assistant Intern will provide administrative and office support for Hardman Construction. Administrative support includes answering phone or assisting visitors, making copies, assisting with scanning and filing, assisting with mail, and other projects as assigned.

Duties include, but not limited to:

- Assist answering the phone
- Make copies when needed
- Assist with some scanning and filing
- Assisting with mail
- Possibly assist with office supplies inventory and ordering
- Other duties as assigned

If interested, please submit resume to heidi@hardmanconstruction.com