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**Internship Description**

**Company Name**

**Office and Leadership Support Admin**

**Summary of Position**

The **COMPANY NAME** is a fast-paced growing company with teams across North America and Europe. The company strives to help its clients make a bigger impact by building a platform for designing, constructing, and operating businesses for the Defense and Institutional markets.

The Office and Leadership Support Administration position is a key role in supporting the leadership team and office operations. Though many employees are working virtually there are support functions required for the office, the marketing team, and our community impact team.

This position is ideal for an intern who enjoys planning and coordinating people and tasks and has an interest in customer service and marketing.

**Essential Functions**

1. Assist with the planning and coordination of key planning and training retreats
2. Assist the marketing team with research of product and service possibilities
3. Support the pilot of IG’s community improvement initiatives
4. Provide support for office operations including answering the main business phone, restocking supplies and others

**Hard skills**

* MS Office, Excel, Powerpoint
* Event Planning and Coordination
* Writing and editing skills
* Command of English grammar

**Soft skills**

* Strong written and oral communication skills
* Interpersonal Skills & Teamwork
* Open to feedback
* Shows initiative and self starting

**Working and Physical Conditions**

This work occurs in a typical office environment, utilizing a computer and phone. The Intern may attend some community meetings outside of the office setting.

**Location:**