

WillCounty

Summer Internship Program

Organization Name	Ace Handyman Services
Industry	Home Repair/Construction
Internship Title	Business Intern
Hours per Week	15
Rate of Pay	14
Start/End Dates	June 1, 2024 - July 31, 2024

About Company

As part of the Ace Hardware family, Ace Handyman Services promises to deliver the same helpfulness as you find at an Ace store to our customer's homes. We are an individually owned and operated franchise that services both residential and commercial customers with their maintenance and repair needs.

Position Description

The business intern is highly motivated individual who strives to deliver exceptional customer service. This person should have a desire to learn how to effectively communicate with both customers and other team members. This person will be assisting the Assistant General Manager/Office Manager as well as the Customer Service Representative with general office duties. This may include: answering calls, filing, billing, accounts receivable, accounts payable, and customer communication.

Knowledge, Skills, Abilities/Interests Desired

- Ability to work and clearly communicate with varied groups of people
- Must be able to effectively communicate with management, office TEAM, fellow employees, homeowners, suppliers, property managers, and commercial customers.
- Demonstrated positive judgement and good character
- Strong organizational and administrative skills
- Strong passion, drive, and commitment to customer service
- Assists the Owner and/or General Manager/Office Manager as needed
- Punctual, efficient, and maintain the highest integrity and strive for top customer satisfaction
- Well organized

Physical Demand of Position

Ability to sit for an extended period of time. Ability to lift up to 25 pounds.

Documents Required

Resume

Cover Letter

Transcripts

Driver's License

Business Contact

Kim Porter

Title

Franchise Owner

Contact Number

(779) 341-1234

E-mail

kport@acehandymanservices.com