

## ABC COMPANY

### ROLE DETAILS

Role Title: <b>Intern</b>	Department or Function: : <b>Administration</b>
Reports to Role: <b>Office Manager</b>	Location: <b>Kumasi</b>
Country: <b>Ghana</b>	Current Job Holder: <b>Vacant</b>

**Remuneration:** This is an unpaid internship, however, a stipend of \$xxxx will be provided.

### OVERVIEW OF THE ROLE

The successful candidate will be expected to learn the ins-and-outs of our daily routines and procedures and focus on learning how our organization runs.

### DUTIES AND RESPONSIBILITIES

- Answer phone inquiries, direct calls, and provide basic company information; oversee mail deliveries, packages, and couriers
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed
- Assist in preparing information and research materials; create and maintain PowerPoint presentations
- Take notes and memos during meetings; type documents, drafts, and reports; sort and manage files
- Run general industry related errands
- Manage databases and input information, data, and records
- Research and gather documentation on company position in the industry
- Set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms; update company calendars
- Attend company functions and networking events
- Shadow multiple office positions and train in a variety of tasks
- Update and post supervised social media and website content; respond to web correspondence, social media posts, and emails

### QUALIFICATIONS

- High school degree or equivalent; must be enrolled in an accredited university/college program to receive credit
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)

### REQUIREMENTS

- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas

Intern's Signature: \_\_\_\_\_

Date: \_\_\_\_\_