



Northlake Steel is seeking a part time summer intern.

\$15 an hour; 20-24 hours per week;

Nights and Weekends off!!



Intern Job Summary

In this position, you will learn the ins-and-outs of our daily routines and procedures. You will work with, train, and assist in office related tasks for *Sales, Accounting, and Human Resources*. This position is perfect for anyone wanting to learn the basics on how an office runs and [add relevant experience to their resumes.](#)

Intern Duties and Responsibilities

- Answer phone inquiries, direct calls, and provide basic company information; oversee mail deliveries, packages, and couriers
- Perform clerical duties, maintain files and organize documents; file, scan, save and email as needed
- Run general industry related errands
- Manage databases and input information, data, and records
- Shadow multiple office positions and train in a variety of tasks
- Research Social Media in the Steel industry and present ideas and recommendations



Intern Requirements and Qualifications

- High school or College students
- Proficient computer skills, including Microsoft Office Suite (Outlook, Word and Excel)
- Must be at least 16 years of age with a valid work permit & legal to work in the United States
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Flexible Shifts; 4-6 hours/day; 3-5 days/week, between normal business hours (Mon-Fri, 8-5)



**Please email your resume and a short note to:
resumes@northlakesteel.com**

