**INTERNSHIP NOTICE #60**

*Research Assistant/Intern for Executive Coaching Firm*

Highly intelligent and detail-oriented research assistant/intern needed for small, busy, and growing midtown professional office.

Must be prompt, discreet, and very organized with a high proficiency in writing and research. Must have good interpersonal skills for client interaction. Excellent computer skills, typing, and familiarity with Macs required.

**Responsibilities include:**

- Online research
- Web development and social media
- Word processing and dictation
- Proofreading and editing
- Tracking company expenses
- Scheduling, maintaining hard copy and electronic calendars
- Filing
- Interacting with C-level executives
- Answering/screening phone calls

Full-time and part-time summer internships available. Flexible hours.

Salary will be $12.50/hour.

*Respond to ecrecruiting1@gmail.com with cover letter and résumé.*

**DEADLINE: FRIDAY JUNE 8TH**

**IMPORTANT:**

When responding to this ad, please send all attachments in Microsoft Word format. Documents in any other formats will be discarded. Please do not use mime for your email.

If you have any questions see me in Room 1W9 during your lunch period....

**Important Note:** If you are selected for the internship, please inform Mr. Honor immediately via email at: bths.internship@gmail.com