INTERNSHIP NOTICE #13

Executive Coaching and Career Management

Paul Bernard is a highly respected executive coach with more than 20 years of experience advising executives on leadership development, staff management, strategic planning, communications, and work/life balance. His firm, Paul Bernard & Associates, provides cutting-edge executive coaching, onboarding, career management, and outplacement services to corporate, not-for-profit, and government executives. His work has been profiled in BusinessWeek, The Wall Street Journal, The Financial Times, and The New York Times, and on CNN and The Today Show. Before starting the firm in 1989, Paul Bernard held senior financial, marketing, and human resources positions in the financial services and publishing industries.

Paul Bernard has helped hundreds of executives become better leaders, improve their management skills, handle challenging office politics, and optimize their career choices. He has also helped numerous organizations reorganize themselves to compete in an unpredictable, post-credit bubble economy.

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

Important Note: If you are selected for the internship, please inform Mr. Honor IMMEDIATELY via email at: bths.internship@gmail.com
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Flexible hours. Salary will be $12.50/hour.

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

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.

Deadline: October 31, 2012