

Job ID: 324

Job title: Business Intern

Summary of role:

CIT Dynamics Business team seeks a motivated undergraduate or recent graduate to join the organization’s day-to-day operations that include overall office management, accounting, HR, and preoccupation in some long-range strategic preparation. This internship is an opportunity for an accounting or business administration student to learn more about business from our mature business team. The intern will also have access to all areas of the organization such as digital communications and marketing. This position is best suited for someone who has a keen interest in business administration.

Responsibilities:

- Learn and master internal operations, including but not limited to accounting, event planning, finance, human resources, payroll, marketing, relationship building, customer service, sales, daily operations, etc.
- Identify areas for process improvement
- Make recommendations to leadership for streamlining systems and processes
- Research and implement solutions for enhanced efficiency
- Provide general administration assistance and support
- Manage and maintain social media websites
- Manage store operations and strongly focus on loss prevention
- Training and development of staff
- Sales building, merchandising and financial and inventory management.
- Project management responsibilities
- Motivate a team to improve performance and optimize customer experiences
- Other administrative and business management tasks as assigned

Reporting structure/composition of team:

TBA

EXPERIENCE/SKILLS & QUALIFICATIONS REQUIRED

Applicants should be Junior or Senior level Business Management majors who are proficient in Microsoft Office applications such as (1,2,3). Attention to detail, the ability to multi-task and excellent oral and written communication skills are all essential to this position.

PERSON SPECIFICATION

To be considered for the role, you must be able to demonstrate that you have:

- Current education in Business Management, Human Resources Management, International Business, or a related field, etc

Instructions for Applying:

Please email a resume and the job ID (seen at the top of this document) you wish to apply for to careers@citdynamics.com