Responsibilities:
Assist in organizing paperwork and files within the accounts the companies deal with; communicate through the company chain the updates that are taking place from lower to higher levels; be familiarized with the essentials for doing business with corporations in the U.S. and other countries as well; help make well thought out decisions with strategizing products and marketing them in their respectable regions/countries; be open to new ideas and concept the company may adopt and be able to implement them in an effective manner; outspokenness and creativity is a must as every day is challenging and demanding; learn the processes in doing business abroad and domestically with corporations.

Required Qualifications:
• Be proficient in Microsoft office including Excel, Word, Microsoft Outlook, etc.
• Able to perform basic math and common business knowledge
• Business Marketing, Management, Administration, Finance degrees are all applicable and they will be learning from all aspects so it is crucial that the student is aware of basic business practices
• Student MUST be fluent in English however, knowing a second language will be of greater benefit for the employee and employer
• Student must have transportation to and from work
• Excellent communication skills play a key role in our business so please apply with intent to excel in such.

Fall 2013
Internship Opportunity

Start Date: August 28
End Date: December 3

Amount to be Paid:
$1,000 Scholarship plus any additional work time will be compensated at minimum wage - $8/hr.

For More Information:
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