

October 24, 2017

MARKETPLACE | EVENTS

Marketplace Events - Fort Washington

Office Intern

\$12 an hour - Temporary, Internship

Marketplace Events, producers of The Philly Home Show and The Philly Home + Garden Show, is currently seeking a temporary office intern to assist with data-entry and day to day office functions. This is a short - term assignment with the potential to extend beyond the fall based on show needs.

The position is \$12.00 per hour along with an exciting opportunity to work with us on site for the Philly Home Show taking place January 12-15 & 19-21, 2018 and the Philly Home + Garden Show taking place February 16-18, 2018.

This is a great opportunity for someone looking to earn school credit or extra experience to add to their resume. The schedule is very flexible you can choose which days you would like to work Monday - Friday during the hours of 8:30am - 5:00pm. (No weekends) in our Fort Washington office. We require two days a week and no more than 16 hours per week.

The primary focus will be assisting the show team with data-entry, mailings and researching and adding new business contacts to add to our data-base. You will also assist with other clerical functions. If you are comfortable with the phones we will have you make calls to relay important information to clients.

Requirements:

- Basic Knowledge of Microsoft Word, Excel & Outlook
- Need to be able to type 35 WPM
- Daytime Availability
- Strong Attention to Detail with a High Level of Accuracy

If interested please submit a brief description about yourself and your availability. Let us know what makes you a great candidate for this position.

Job Type: Temporary

Salary: \$12.00 /hour

Required experience:

- Office Administration: 1 year

Apply at: <https://www.indeed.com/cmp/Marketplace-Events/jobs/Office-Intern-0c0a4c57b7311991?q=Internship>

Approved For Posting
Office of Student Life
