

## **Business Mogul, LLC**

### **Internship Job Description**

We are looking for a dynamic, energetic intern who is eager to learn about our company by assisting various departments with general office duties, HR, Marketing, and Sales. Intern will work closely with our publisher and editor to conduct research, data entry, filing, general coordination, attend meetings, etc. To be successful as an Intern, you should be willing to assist with tasks assigned by your supervisor in a fast-paced environment. Intern will be involved in upcoming and recurring projects as well as assisting other departments with fulfilling tasks.

#### **Responsibilities**

- Fulfill tasks assigned by supervisor
- Assist with managing the flow of paperwork
- Assist with business development matters
- Attend meetings and take minutes
- Update social media platforms

#### **Qualifications**

- Junior/Senior at an accredited college or university
- Major in Business Administration, Mass Communications, or Marketing
- Minimum 3.0 GPA
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office
- Ability to multitask
- High degree of organizational skill and problem-solving ability; specifically the ability to work as a self starter
- Respect for details; ability to execute accurately at a high level without excess supervision
- Desire to learn and grow professionally.
- Desire to invest your passion and commitment to a vision you feel you can embrace and contribute to the growth of the company and its success.

*Business Mogul, LLC is an equal opportunity employer*