

KidWorks Operations and Administration Assistant Intern Position

Length of Service:

4-6 months

Nature of work:

The Operations and Administration team is an essential team within KidWorks as they provide integral support to the organization as a whole. The purpose of this Operations and Administration Assistant Intern position is to assist our Operations and Administration team in daily tasks that will help the continuity of support to the organization. Through this program, the intern will hone their skills in organization, facilitation, teamwork. The Operations and Administration Assistant Intern will be equipped with the necessary tools that range from.

Candidate Skills and Qualifications:

- Culturally competent and Bilingual
- Able to complete tasks in an organized and timely manner
- Execute work on their own without necessary continual supervision

Roles & Responsibilities:

- Covering lunches of reception staff
- Greet and welcome guests
- Answer phones
- Take inventory of stock
- Restock copy room, staff recharge and checking printer for toner and paper
- Check printers for toner and paper
- Organize and prepare lobby
- Develop and implement check out system for supplies
- Update administrative calendar to reflect parking requests
- Data entry and other administrative tasks as they come or arise

Will be supervised by and report to: Ariana Ceja, Administration Services Assistant. Lizvette Halbert, Operations Manager & HR Generalist.