M & E Stores Internship
Summer 2008

Job Title: Intern – Stores & Distribution
Opportunity Type: Internship
Employer Division: Maintenance & Engineering

Description:
Looking for team oriented, organized and motivated individual to focus on restructuring the department website and training resources to better assist Stores employees system-wide.

- Modify department webpage to include a wide variety of resource links and information in a user-friendly format
- Assist with the writing and implementation of new and current departmental processes and training documentation
- Draft communication pieces related to project status and new webpage overview
- Organize all department electronic training materials into an easy-to-use system

Location: Seattle

Compensation Type: Paid

Job Status: Part-time or Full-time

Job Function: Business Development, Management, Web Design

Student Status: Junior or Senior

Qualifications: Pursuing a degree in Business Administration, Technical Communication, or related field, strong organizational skills, proficiency with Microsoft Office Products, team-oriented

Requested Materials: Cover Letter and Resume

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