SERV Behavioral Health System, Inc.

Title: Administrative Intern

Location: Clifton, NJ

Job Type: Co-op/Internship

Days Needed: Varies

Job Description:

SERV Behavioral Health System, Inc. is looking for Administrative interns. The student filling this position will handle a wide range of important duties. This is a great way to gain practical business knowledge and experience in your field of study! (Part-time Flexible Schedule/Will work with your school to help you gain credit)

Primary Responsibilities:

- Taking inbound calls, as well as making productive outbound calls
- Provide outstanding customer service
- Data entry
- Check and reconcile various items and reports
- Filing and copying
- Order supply
- Various project and duties as assigned
- Assist in coordinating meetings and events
- Take meeting minutes
- Type PowerPoint presentations

Qualifications:

Applicants should be in business schools or Business Administration (or related field of study) majors working towards an Associates or Bachelor’s degree. Proficiency in Microsoft Office applications. Attention to detail, the ability to multi-task and excellent communication skills are all essential to this position.

Application Instructions:

https://careers-servbhs.icims.com/