



Job Title:	<u>Project Management Intern</u>	Job Category:	Internship
Department/Group:	Project Management/ Office	Job Code/ Req#:	
Location:	Kewaskum, WI	Travel Required:	No
Level/Salary Range:	\$15-\$20/ hour	Position Type:	Seasonal, full-time
HR Contact:	Katie Nichols <u>(hr@jkrentals.com)</u>	Date Posted:	2/18/2023
Will Train Applicant(s):	On site training by Project Management team	Posting Expires:	6/5/2023
External Posting URL:			
Internal Posting URL:	<u>https://jkrentals.com/employment/</u>		
Applications Accepted By:			
Apply Online:	<u>https://jkrentals.com/job-application/</u>		
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>The Project Management Intern applicant should be organized, thorough, ask questions, and have a positive attitude! This individual will be responsible for answering phones, organizing and entering submitted rental order forms, responding to quote inquiries, occasionally processing credit card payments, and helping wherever else they are needed within the office!</p> <ul style="list-style-type: none"> • Enters rental orders/ quotes into our Scheduling/ Inventory Management software program. • Takes data from completed jobs and does a job costing analysis on the project. • Answers office phone and directs caller – answers their questions if possible. • Submits utility locate tickets to the online portal to have all lines marked on our job sites. • Other miscellaneous office tasks as they come up. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> - Pursuing a 2- or 4-year degree in Business <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> - Experience in Microsoft Word, Microsoft Excel, and Adobe Acrobat - Strong attention to detail and organizational skills <p>ADDITIONAL NOTES</p> <p>Willingness to learn new skills and contribute to the Project Management team here at JK Rentals! Join us full-time this summer - with the possibility to work part-time during the school year and possibly hired on upon college graduation.</p>			
Last Updated By:	Amanda Goeman	Date:	2/17/2023