Business Administration & Finance Intern

About Us:
Sodexo is a leading provider of integrated food, facilities management and other services that enhance organizational performance and improve the quality of life daily in North America.

Internship Position Description:
The Business Administration/Finance Intern will work with staff to organize company documents, follow up on employee documentation, perform safety walkthroughs, help prepare for regular safety meetings, and perform regular filing work. This is a paid internship, starting at minimum wage.

Requested hours per week: 10-12 hours,

Potential Majors:
Business Administration, Marketing, Communications, Related

Tasks:
- Create spreadsheets
- Collect employee information (food handler’s cards)
- Do any additional research necessary to complete various tasks
- Must be available nights
- Able to commit approximately 10-12 hours per week

Qualifications/Skills:
- Junior or Senior with minimum 3.0 GPA, majoring in either Business, Accounting, or Finance
- Excellent communication skills.
- A great writer. Clear, concise, and well-spoken.
- Proficient in Microsoft Office and excel
- Interest in working with people
- Previous office experience preferred but not required
- Timely and able to work under a deadline extremely important.
- Able to think independently and be a self-starter.
- Professionalism

Benefits to Intern:
1. Learn how to operate in a business environment
2. Develop office skills
3. Potential for future employment or references

To Apply:
Send resume, cover letter, & school schedule to:

Sandra Williams: Sandra.Williams@wallawalla.edu

Reference “Business Admin Finance Intern” in the subject line.

Please note in your cover letter if you are work-study eligible.