

**Nunzi's Advertising Specialties, Inc.**  
**1326 N. Keyser Ave**  
**Scranton, PA 18504**  
**(570) 504-5757**  
**nunzi@shopnunzis.com**

We are seeking a driven, self-motivated person for an internship focusing on office administrative tasks. The primary role of this position is to enhance a client's entire experience from initial contact through follow up after purchase. I.e. purchasing, researching or designing any form of decorated wearable or promotional product for their organization. If you are a person who thrives in a fast-paced environment, completing multi-faceted tasks, please apply for this position.

**Intern - Office Administrative Assistant**

**Job Description:**

- Research and discover wearables and promotional products that clients are interested in purchasing.
- Generate and present quotes on decorated wearables and promotional products to clients under the direction of the owner or a sales person.
- Input and track vendor (supplier) orders to verify orders are completed on-time, in full and error-free.
- Input and track client orders with suppliers to insure orders are completed on-time, in full and error-free.
- Contact clients to solicit their feedback on the organization's performance. Prepare biweekly Customer Feedback Summary.
- Serve as the first contact and clearinghouse for requests from current or prospective clients.
- Input & maintain order estimating/tracking/invoicing in QuickBooks.
- Maintain quality on performed work and make recommendations that will increase client satisfaction.
- Utilizing Microsoft Publisher, create and distribute electronic flyers.
- Develop and monitor social media campaigns utilizing key internet tools such as LinkedIn, Facebook, Instagram, and Twitter.

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**Job Requirements:**

*Technical Skills*

- Proficient with Microsoft Windows Office software including Internet Explorer.
- Working knowledge of QuickBooks.
- Experience with Microsoft Publisher or related graphic design software.
- Possess the interpersonal skills necessary to deal courteously and effectively with a diverse group of individuals.
- Excellent written communication and organizational skills.
- Ability to work well under pressure and multi-task with good problem solving skills.
- Resilient and able to overcome obstacles.

*Education Requirements*

- High school diploma required. Bachelor's or Associate degree in business related field preferred.

*General Requirements*

- Available to work flexible working hours based upon client requests and order processing. Anticipate an average work week of 25 to 30 hours.
- Valid driver's license.

*Physical Requirements*

- Work is performed in an office environment and may require prolonged periods of time using a computer keyboard and screen.
- Position requires sitting, standing walking, reaching, twisting, turning, kneeling, bending, grasping, squatting and stooping in the performance of daily activities.
- Person may be required to push, pull, drag and lift boxes of product, files and other office items weighing 50 pounds or less.
- Acute hearing is required when providing telephone service and communicating in person. Memory must facilitate positive attention to numerous tasks and a multitude of detail.