



INTERNSHIP DESCRIPTION —Client Support and Operations Coordinator— *Crazy Tough Coatings*

**\$18/HOUR**

**MAXIMUM HOURS/WEEK- 29**

**LENGTH- 4 – 30 WEEKS**

workNet DuPage is looking for a WIOA Young Adult program participant for an internship as a Epoxy Flooring Installer for Gorilla Floors in Addison, IL. Gorilla Floors provides epoxy flooring to residential garages, basements, commercial spaces and more.

This could be a great fit for you if any of the following are true:

- Highly organized and Detail oriented
- Friendly
- Tech-savvy (comfortable with Office Suite)
- Self-motivated

At completion of this internship, you will be able to add valuable workplace skills to your resume such as project coordination and managing shifting priorities to Gorilla Floors' quality standards. As with all internships, the experience, opportunity, and exposure to other professionals you gain in this position could lead your career down a variety of different paths, including growth in operations and management.

### **Description**

You will report to the Install Lead and will perform the following duties:

- Schedule installations
- Respond to calls texts and emails
- Instruct job site readiness
- Log and manage inventory
- Place and follow up on material orders
- Update clients
- Deliver excellent customer service before, during and after the project

### **What you need to do the job**

- Spanish speaking is a plus
- Entry level welcome, we provide training
- Must be able to pass background check

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Participants may perform other related duties as negotiated to meet the ongoing needs of the organization.