

INTERNSHIP DESCRIPTION — CUSTOMER SERVICE/ORDER ENTRY AT PHYSICIANS' RECORD COMPANY

\$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 **Customer Service/Order Entry Representative** for **Physicians' Record Company** in Lisle.

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

- Detail Oriented
- Personable
- Problem-solver
- Willing to learn
- Reliable

At completion of this internship, you will be able to add valuable workplace skills to your resume such as computer/software skills, collaboration skills, history of reliability and hard work. 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.

Description

You will report to the **Vice President** and will perform the following duties:

- Order entry
- Update customer information
- Manage orders as they come in from customers
- Communicate order needs to production department

What you need to do the job

- Basic computer skills
- Organizational skills
- Emphasis on accuracy
- Reliability

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.