



INTERNSHIP DESCRIPTION—OFFICE ADMINISTRATOR

\$14/HR

MAXIMUM HOURS/WEEK- 29

MAXIMUM LENGTH- 6 MONTHS

workNet DuPage is looking for a WIOA Youth program participant for an internship as an Office Administrator for [Buck Services](#) in West Chicago. Buck Services is a family owned and operated company dedicated to providing clients with impeccable service orientated towards creating clean, comfortable, and community orientated environments. This could be a great fit for you if any of the following are true:

- You're interested in working in an office environment
- You enjoy working with computers
- You enjoy talking to people and providing great customer service

At completion of this internship, you will be able to add valuable workplace skills to your resume such as Data Entry, Administrative Assistant, etc.

As with all internships, the experience, opportunity, and exposure you gain in this position could lead your career and future down a variety of different paths including Office Management or Administration, Data Entry, Human Resources, and more!

Description

- Assist all departments including Sales, Operations, and Human Resources with the following:
- Answering phones
- Scheduling tasks
- RFP preparation
- Hiring employees
- Benefits and payroll administration
- Conversion of data from paper format to digital format
- Organization of office files, sales files, and personnel files

What you need to do the job

- Willing to learn- training will be provided
- Dependable and knows how to work— good attendance, be on time
- Attention to detail- careful worker
- Comfortable working on a computer and with computer programs like Microsoft Excel, Word, and Outlook



- Good problem-solving skills
- Good organizational skills

Buck Services
401 Industrial Dr.
West Chicago, IL 60185
<https://buckservices.com/>