



Business Support Intern

Why Join Us?

Maximize Compassion's efficiency by providing support in the areas of business analysis, administration, documentation and process development. Through our work, we are focused on pursuing Christ-likeness by serving beyond ourselves.

You will:

- Support the entire Building Operations & Services (BOS) team responsible for providing the highest level of support in the following capacities: Facility Operations, Facility Construction & Renovation, Customer Relations, Event Services, Audio/Visual Services, Building Support Services, and Workspace Management
- Work as a team member on departmental projects and processes
- Collaborate with internal stakeholders to create and manage Standard Operating Procedures
- Prepare information concerning business operations and outcomes to the appropriate audiences to foster understanding and acceptance for initiatives, policies, and practices
- Perform Service Desks functions to include processing daily requests and representing the BOS team to stakeholders
- Perform a variety of support work such as, but not limited to, answering phones, entering and retrieving electronic data, ordering supplies, and distributing mail
- Perform basic accounting functions and budgetary analysis for capital projects

You have:

- Strong desire to serve others
- Knowledge of basic accounting principles
- Strong organizational skills, attention to detail, and analytical thinking skills
- Ability to develop creative ideas from specified strategies
- Ability to take direction and work independently on assigned tasks

You study:

- Business, Accounting, Administration, Hospitality, Customer Relations, or related field of study