



Job Title:	Business Intern	Job Category:	Internship
Department/Group:	N/A		
Location:	114 South 3 rd St., Oakland, MD	Travel Required:	On-Site
Level/Salary Range:	\$600/Semester/Yr	Position Type:	PT Internship, 14 hrs/week
HR Contact:	Dave Bruffy, Owner	Intern Duration:	16 Weeks
Will Train Applicant(s):	Internship Training Opportunity	Posting Expires:	N/A
External posting URL:	http://smoke-n-mirrors.weebly.com/employment.html		
Internal posting URL:	N/A		
Applications Accepted By:			
E-MAIL: Smokenphoto@Outlook.com Subject Line: Paid Internship Opportunity		MAIL: Smoke N Mirrors Photography 114 South 3rd Street Oakland, MD 21550	
Job Description			
ROLE AND RESPONSIBILITIES			
<p>This Intern position will work to perform a number of business operating activities such as receivables inventory preparation, general sales, purchasing analysis and recommendations, sales analysis, budget analysis, and general operations review including cash accounting activities.</p> <ul style="list-style-type: none"> • Receivables Inventory • General Sales • Purchase Analysis • Sales Analysis • Budget Analysis • General Business Operations activities as necessary or assigned 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<p>High School Diploma or equivalent and current and active enrollment in a college or university taking classes geared toward earning an accredited business degree.</p>			
PREFERRED SKILLS			
<p>Previous retail sales experience, previous experience working with the public, and previous accounting experience are all desirable skills. Punctuality and work schedule adherence are a must.</p>			
ADDITIONAL NOTES			
<p>Intern work schedule can be tailored to class schedule, typically 14 hours per week for a 16 week period.</p>			