

**TriNova Inc. Corporate Office**

4485 Laughlin Drive South
Mobile, Alabama 36693

P: 251.378.7837
F: 251.378.2316

Mailing Address:

Post Office Box 190849
Mobile, Alabama 36619

www.trinovainc.com

Position: Administrative Assistant Intern**Location: Mobile, AL****Organization: TriNova, Inc.****Compensation: \$12/Hour****Department: Administration****Openings: 2****Duration: 4 Weeks****Time Requirements: Part-Time. 15-20 hours/week****GPA Desired: 2.0 or higher****Start Date: 6/6/2023****Job Description**

The Administrative Assistant Intern will have an opportunity to gain hands-on experience and learn about the various aspects of the administrative function at TriNova. TriNova internships provide entry-level professionals with real-world learning opportunities to help build future careers.

Responsibilities

- Answer phones and transfer to the appropriate person, taking accurate messages as needed
- Order, organize, and maintain office supplies
- Sort and distribute mail
- Fax, scan, and copy documents
- Accurately and efficiently enter orders into database
- Create labels for UPS shipments
- Filing for Accounting and HR Departments
- Credit references for Accounting Department
- Cut and package employee business cards
- Pack and mail all Marketing materials
- Email customers regarding events and maintain email distribution spreadsheet
- Assist with event planning and preparation
- Assist managers and other departments as needed

Qualifications

- Must hold Junior or Senior status
- Must have own transportation
- Strong written and verbal communication skills
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Motivation and strong desire to take on new challenges and learn as much as possible

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What We Offer

- Paid professional work experience in a safe and structured environment
- Work on increasingly challenging and engaging real-world projects
- Gain hands-on experience
- Collaborate with experienced professionals
- Work closely with a mentor with years of experience in their field
- Attend meetings, events, and other networking opportunities
- Ongoing training and professional development

Application Procedure: Please forward your resume and cover letter to your school Signature Academy Specialist.

TriNova, Inc. is a manufacturer's representative and distributor that has been dedicated to helping customers, manufacturers, and suppliers with measurement and process control needs and challenges for over 50 years. Industries we work closely with include oil and gas, chemical, environmental, renewable fuels, pulp & paper, food & beverage, and water & wastewater.