

Learn and Earn- Elliman Technologies Entrepreneur & Computer Science Intern

Anticipated Start and End Dates:	August/September – December 2020
Job Address:	Remote Internship
Is Location MBTA Accessible?	
Hours Per Week:	20 – 40 hours per week, flexible
Preferred Days of Week:	
Work Hours:	
Pay Rate and Travel Stipend:	\$17 per hour and a one-time travel stipend
Internship Class:	INT-299 Internship Class will be taken during Fall 2020 semester

Organization Overview:

Elliman Technologies is an IT/MSP Consultant Group based out of Duxbury, MA. We are a one-stop technology solution for small to medium businesses with a primary focus on the hospitality industry including restaurants, resorts, and hotels along with supporting all other industries as well. Elliman Technologies is able to provide solutions for networking, servers, workstations, security cameras, and phone systems with strategies in place to accommodate small family owned restaurants to large 5 star resorts.

Job Description:

- Assisting with administrative tasks related to database management and operations
- Support website content creation and management
- Support customer issues, comments, and needs
- Develop presentation tools for the Elliman Tech Sales Team
- Develop policies and procedures to improve efficiency and create guidance for staff
- Be able to step into day to day operations when needed.
- Develop ideas to help Elliman Technologies move forward.
- Understand local competition
- Miscellaneous tasks associated with a start-up organization, as needed
- Intern will report to Founder

Basic Qualifications:

- Flexibility and a willingness to take on a wide variety of tasks and step outside comfort zone to try new things, as is often required in a small, young organization
- Creativity and entrepreneurial thinking
- Critical thinking and problem-solving skills
- Capacity to take initiative, work independently, and engage with a fast-paced team
- Ability to stay organized when working on multiple projects
- Ability to prioritize tasks and meet deadlines
- Flexibility and willingness to work in a small start-up environment
- Basic familiarity with computer software (e.g. Microsoft Office Suite) and cloud-based platforms (e.g. Google Drive)

- Interest in topics related to marketing, computer science, students from all backgrounds and fields of study are welcome to apply, and do not need to have an explicit interest or previous experience in finance or business

To Apply:

Go to GradLeaders and apply today! <https://bhcc.edu/gradleaders>

Questions?

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