

**Academy of Business & Finance**

~ Internship Posting ~

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| Company Name: | Pioneer Camp & Retreat Center | |
| Address: | 9324 Lake Shore Road Angola NY 14006 | |
| Phone Number: | 716-549-1420 Ex: 16 | |
| e-mail address | Tonya.coyle@pioneercamp.org | |
| Send Resume to: | Tonya Coyle | Marketing/Business Development |
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| Start Date: | May/June | |
| **Job Description:** | **OFFICE INTERNSHIP** | |
| Recommended Skills: | Reliable, Timeliness- (Being on time), Customer focus and friendly- (Greeting customers in person and via phone), Team work- (Helping others, working together to complete a task), Computer/Organizational skills- (written and oral communication, filing, faxing, scanning, making copies, use of microsoft word, and excel) | |
| Posting Deadline Date: | April 30, 2019 | |
| Pay Rate: | Based on experience | |
| No. of Positions Available: | 2 | |
| Job Application | Complete Camp Pioneer application and send with resume and  cover-letter. Please mail, email or feel free to hand deliver to the  main office. | |