

**Academy of Business & Finance**

*~ Internship Posting Form ~*

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| **Company Name:** | **Empire Realty Services Group** |
| **Company Address:** | **7455 Erie Road**  **Derby, NY 14047** |
| **Contact Name & Title:**  (Supervisor’s name who is reviewing applicant paperwork) | **Michelle Chiappetta** |
| **Contact Person**  **Phone Number:** | **954-3852, 562-7071 x 303** |
| **Contact e-mail address** | [**Michelle.chiappetta@empirers.com**](mailto:Michelle.chiappetta@empirers.com) |
| **Start Date:** | **June 2019** |
| **Job Description**:  *Specific Details of Responsibilities*  *May attach a specific job description* | **See Attached** |
| **Recommended Skills:** | **Ability to use Microsoft Office Programs with proficiency**  **Good phone Etiquette and customer service**  **Ability to file documents and take direction** |
| **Posting Deadline Date**: | **June 1, 2019** |
| **Pay Rate:** | **12.00/hr** |
| **No. of Positions Available:** | **2** |
| **Additional Comments/Notes or Other Requirements** |  |