

**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** |
| **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** |  |