Office Intern Job Description (Part Time) – Queens NY

We are looking for a detail-oriented intern responsible for new business data entry and clerical support.

Responsibility:

- Data collect and account opening
- Organize data and prepare reports
- Prioritize incoming requests and works according to urgency or importance
- Help with monitoring or control of confidential information and protect customer privacy
- Maintain courteous relationships with customers, manager and coworkers
- Follow relevant policies & procedures from company and state regulators
- Additional duties may be assigned

Qualification:

- Must be fluent in English and Mandarin, with working knowledge of English
- Proficiency in Microsoft Office Suite (Word, PowerPoint, and Excel) & Windows Operation System
- Excellent communication and organizational skills
- Strong attention to detail and problem solving skills
- Experience working in administrative area
- Knowledge of financial industry preferred

Working hours:

- Flexible working schedule
- 2 or 3 workdays per week
- 2 to 6 work hours per day

Salary / Compensation

- $16 - $18 per hour (depends on level of qualifications and experience)
- Bonus (to be determined based on performance)