

Business/Accounting Intern - Summer 2021 in Bellevue, WA

WHAT WE'RE LOOKING FOR

Our Bellevue, WA office is seeking a Business/Accounting Intern for Summer 2021.

Relocation and housing are not provided for this position.

Primary Focus Will Include:

- Office business support, including data analysis and report production
- Assisting with project finance activities
- Document coordination and quality assurance

Preferred Qualifications and Skills:

- Pursuing a degree in business, finance, accounting, or business management
- Working knowledge of MS Word, Excel, and PowerPoint
- Ability to work independently
- Ability to prioritize work and multi-task

WHAT YOU'LL NEED

Essential Responsibilities:

- Performs administrative tasks which may be specific to a particular functional area of activity such as preparing reports, answering the phone, receiving messages, transmitting information, making copies, editing documents, handling routine inquires and making appointments.
- May support multiple marketing functions for a defined product or service line. Perform activities including but not limited to coordinating program development, tracking of marketing campaigns to evaluate results and provide recommendations for future marketing promotions.
- Participates in meetings and interfaces with various teams.
- Assists management in analyzing various data.
- Works on special projects and provides research as needed.
- Performs other duties as assigned.

Minimum Qualifications:

- High School Diploma/GED or equivalent plus working toward a BA/BS

Visa sponsorship is not available for this position.

EOE including disability and vet

For additional information on this position, please reach out to HNTB Recruiter Amanda Bergmann at abergmann@hntb.com or 816-527-2103.