



Summer Intern

Greenfield Community Energy & Technology (GCET) is a city owned Municipal Light Plant. We provide critical telecommunications services to residents and businesses fostering community and economic development growth in the City of Greenfield, Massachusetts.

Position Summary

The Summer Intern will directly report to the Operations Manager. The successful candidate for this position must be detail-oriented and hard working. Must enjoy working with the public. The candidate for the position must have the ability to work independently and conduct business on behalf of the company in a professional manner. This is a part-time, 20 hour/week position.

Responsibilities

- Maintaining and updating inventory records.
- Counting materials, equipment, merchandise, or supplies in stock.
- Packs up items and creates shipping labels.
- Reporting discrepancies between physical counts and computer records.
- Improving upon inventory management procedures.
- Organizes inventory.
- Moves and restructures organization of stockroom to make space for new inventory.
- Assist in filing duties.
- Operating photocopier, scanner and personal computer.
- Compiling, copying and sorting records.
- Distributing posters, stickers, and flyers to homes and businesses in Greenfield.
- Spreading brand awareness through word-of-mouth marketing techniques.
- Transporting promotional materials to and from various locations.
- Other duties as needed.

Qualifications

- Working knowledge of Word, Excel, or Google Docs, Google Sheets and Google Forms.
- Willingness and ability to learn
- Strong written and verbal communication skills
- Strong documentation skills
- Strong attention to detail
- High school diploma or the equivalent is required

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 40 pounds. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit, stand and walk. Employee will be required to work with a computer and look at computer screens.