

Announcement Number 27/13

Open to: All Georgian Students
Position: Intern in Facility Maintenance Section
Opening Date: 19 July, 2013
Closing Date: 2 August, 2013
Work Hours: Part-time, 30 hrs per week
Length of Hire: 6 months

NOTE: All information and statements submitted for an internship vacancy are subject to verification. Any willful misstatements will result in elimination for internship consideration, and if the individual is hired, immediate termination irrespective of the length of internship.

IMPORTANT NOTICE:
This is NOT an offer of Federal Employment;
There will be NO benefits;
There will be NO COMPENSATION;

MAJOR DUTIES AND RESPONSIBILITIES:

- The primary purpose of this position is to provide assistance to the Facilities Maintenance Section in Data Entry Inventory Job for Residential Properties.
- Work closely with Residential Make Ready Coordinators and Administrative Assistance to generate and input data into the Share Point System including: equipment, appliances, fixtures and apparatus.
- Provide assistance to Make Ready Coordinators in accomplishing Scheduled Residential Maintenance Programs.

QUALIFICATIONS REQUIRED:

- Must be an undergraduate student at any higher education institution in Georgia and be advanced in his/her studies towards a university degree with a major including but not limited to: Public Administration, International Relations, Journalism, Liberal Art, Library, Engineering or Technical Sciences.
- Level IV (Fluent) speak/read/write Georgian and English are required.
- Must be able to get along well with colleagues; deal tactfully with contacts and customers.
- Good computer skills.

TO APPLY:

Interested applicants for this position must mail or fax the following to HR Office:

- (i) Resume / CV (in English);
- (ii) Statement of Interest (in English);
- (iii) Written permission for internship from university/graduate school (preferable in English);
- (iv) Letter of recommendation (preferable in English);
- (v) Transcript of academic studies (preferable in English).

MAIL APPLICATION TO:

Human Resources Office
11 George Balanchine Street
Tbilisi, Georgia
Zip Code: 0131
Fax: (995-32) 2277707