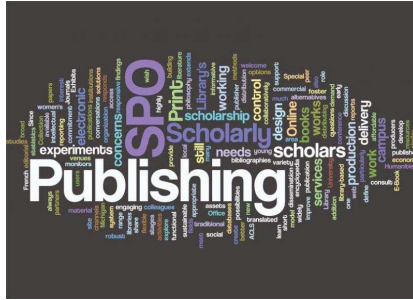
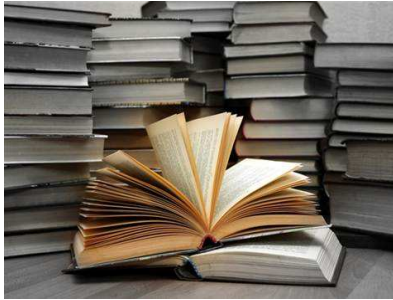




## Trainee/Internship Program Offer

(10132) Business Management – Santa Barbara, CA



**Start Date(s):** as soon as possible  
**Hours:** 32 per week  
**Location:** Santa Barbara, CA  
**Program Duration:** 6 months  
**Compensation:** unpaid  
**Position:** 1

### Host Company Description

The host business is a publishing company located in Santa Barbara. The company is publishing books in over 20 states. Mostly concentrated on non-fiction, both poetry and biography books. It also published DVD's, magazine articles, and websites. The environment friendly publishing company offers a great opportunity for internship and trainee programs.

### Position Description

The intern/trainee will learn how to communicate with employees through online conferences, chat rooms, and forums. The intern/trainee will gain knowledge in organization, time management, will participate on assigned projects and learn how to accomplish them on time.

### Applicant Qualifications

- To apply for an **internship** program, you must be a **Business Management** undergraduate student OR a recent graduate starting the program within 12 months of graduation.
- To apply for a **trainee** program, you must hold a **Business Management** degree and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- Advanced English communication required
- Excellent telephone and customer skills, detailed oriented, able to learn quick, self-motivated, able to multitask and work within a team
- Excellent computer skills required

### How to Apply:

1. Submit professional resume (preferably with picture)
2. Indicate availability dates (start and end date)
3. Indicate program category: Trainee or Internship
4. Indicate offer number and position title for which your candidate is applying for

