



JOB DESCRIPTION

Job Title: Summer Intern
Location: Houston, TX
Status: Non-Exempt (May-August)
Schedule: Monday thru Friday, 8:00am-5:00pm
Department: First Financial Capital Corporation

General Job Duties:

The Summer Intern will support various departments and perform administrative duties including preparing reports, responding to email, scanning documents, sorting documents electronically into the appropriate folders on our shared drive and assisting staff with projects. The position will support staff and management with various tasks such as filing, copying, preparing documents and reports (in Word or Excel), handling PHI (personal health information) of clients, and other support work related to the third-party administration of benefits. In addition to normal job duties, our interns will be given opportunities to learn and be mentored by our Senior Leadership. The job will be based out of our corporate office which is located in the Greenspoint area of Houston, TX.

Qualifications:

- High School Diploma or GED required
- Must be currently enrolled in an accredited college or university
- No experience needed
- Knowledge of Word, Excel, and Adobe
- Must be able to multi-task and prioritize assignments
- Excellent phone skills
- Willingness to learn and a positive attitude

Must be able to obtain and maintain security clearances and successfully complete a thorough background check.

Equal Opportunity Employer