

## Procurement and Logistics Intern

If the internship is for college credit, hours may vary depending on schedules.

If the internship is through the SkillBridge Program, amount of days per week may vary depending on the service member and what their command will approve.

We are seeking a positive, self-motivated individual that has an empathetic heart and an energetic soul. We have built our business model on providing Fortune 500 level IT services to all small/medium sized businesses. Our employees show the same level of professionalism and understanding from first point of contact to final resolution.

*Do you fit this mold? We'd like to hear from you!*

### Roles and Responsibilities:

- Assisting in creating quotes
- Researching products and pricing
- Taking and giving directions and assignments for projects
- Shipping - pick up and drop off
- Sorting inbound packages and delivering them to the technicians
- Updating tickets

### Required Capabilities:

- Able to start and complete projects no matter the length
- Excellent documentation skills on all projects and tasks
- Above average communication skills
- Detail oriented
- Expert follow-up skills
- Self-starter
- Time-conscious
- Excellent customer service skills
- Good Driving Record

## To Apply

Email [intern@tsiva.com](mailto:intern@tsiva.com) with your cover letter and resume, as well as your answer to the following question: Why should we select you?