

GHD|EMPHNET Operations- Admin Internship Opportunity

GHD|EMPHNET's Operation- Admin Unit is announcing a new internship opportunity in which interns will get hands-on operational experience. Our operations team supports a wide range of activities and works closely with other technical teams in the organization.

Throughout the course of the internship, the operations intern will have the opportunity to provide assistance in day-to-day operations- admin duties including preparing for events and workshops, support in processing visas and air tickets, handling electronic and paper records, as well as assisting in related job responsibilities and tasks as necessary.

Minimum Education Requirements

This opportunity is open to fresh graduates or undergraduate students of Business Administration or any other related field.

Required Skills

Strong organization skills and ability to multitask

Advanced computer skills

Communication/ Interpersonal skills

Other Relevant Details

This is an onsite opportunity that could be completed virtually depending on the epidemiological situation .

The project can begin as early as **January 2, 2022**, pending interest.

This is an unpaid position.

Interns will be given on-the-job training and guidance.

How to Apply:

Send a resume and a cover letter to Ms. Dana Shalabi: internships@emphnet.net.

Interested applicants should send their applications before **December 19**.