



Medford Rogues Baseball Club

Office and Administrative Intern

Abstract:

Student must be interested in obtaining experience in a professional yet casual business environment. The off-season office is a skeletal operation and it is expected the student will have the opportunity to participate in many different projects and tasks. The position will be rooted in administrative tasks including data entry, answering phones, sending letters and invoicing etc

Rough Scope of Primary Duties

- Manage office incoming communications and inquiries via email, phone and in-person
- Data entry into corporate CRM program
- Make follow up phone calls to sponsors, fans and community organizations
- Take ticket orders over the phone
- Invoicing accounts
- Answer basic questions about the upcoming season and events at Harry & David Field
- Duties as assigned

Secondary Duties or other Projects of interest (candidate dependent)

- Processing ticket orders on the ticket software

REQUIREMENTS/SKILLS:

Before you consider applying for the internship, please ensure you fulfil the following requirements.

Key attributes for the position are:

- Strong PC skills - Outlook & MS Office.
- Able to write professional correspondence
- Organized and detail oriented
- A passion for spreadsheets
- Comprehensive writing skills
- Initiative, adaptability and ability to work independently
- Willingness to do a range of jobs with enthusiasm



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Learning outcomes:

Student will be exposed to the business and administrative side of sports and learn how to apply a host of administrative skills as well as learn new ones. A strong emphasis will be in developing tools and systems to keep organized. The ideal candidate will have an interest in building a new experience on their resume and diversifying their skill set. The student will learn how to in a professional office environment specializing in events and sports industry.

Student will act as a representative of the team and will also be exposed to fans, sponsors, major sponsors and community organizations on a daily basis and expected to act in a professional manner at all times.

The successful candidate(s) will be able to start soon, hours may be flexible or built around a part time job or school classes.

Please submit resume and cover letter to info@medfordrogues.com by not later than March 15th, 2017.