



Kingdom Creations Enterprises

Computer Information Specialist Intern

Title: Computer Information Specialist Intern

Objective: The Computer Information Specialist is responsible for overseeing the office with computer operations; cloud computing, data entry, data control, and operations support.

Responsibilities: Contributes to general business planning regarding technology and systems required to maintain company operations and competitiveness; recognizes new developments in information systems technology, cloud computing applications and anticipates organizational modifications; establishes long-term needs for information systems, and plans strategy for developing systems and acquiring hardware to meet application needs; ensures confidentiality and reliability of corporate data, proprietary information, and intellectual property; assist end users in determining IS requirements and solutions.

Qualifications: Requires degree and 5-7 years relevant experience, including supervisory experience; accuracy with data input and calculations, knowledge of Microsoft word, Power Point, Outlook, Excel; Knowledge of programming and cloud computing applications; detailed oriented, proven ability to work independently, self motivated, works well with others, high School Diploma

Average Time Commitment: Five -Twenty hours per week; hours coordinated with the Office Manager.

Measure of Success: Completion of goals, amount of data entered each month; reports are prepared, problems are handled in a timely manner, interns are active and growing, available to other employees and interns, creates friendly and loving environment, good team spirit.

Benefits: Gain experience in building relationships and working with other people, play a key role in shaping organization, explore all avenues of the business, stepping stone to future positions.