

Artemis Search Partners

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COMPANY DESCRIPTION

Artemis is a Nationwide Executive Search Firm. As true headhunters, we take pride in aggressively targeting talented individuals. Through networking and maintaining relationships, we make the unattainable candidates attainable to our clients. Our culture is built on competing as a team and doing the right thing even when it hurts in order to help our clients succeed. Artemis Search Partners looking for a natural leader who possesses characteristics that embody our company. Candidates must be passionate, dedicated, entrepreneurial, highly communicable, forward thinking, and able to manage many different projects at once in order to be considered for the Intern position. Every Intern will receive mentoring sessions. Those who impress will receive recommendations, referrals, and guidance to secure their dream career with Artemis or within our LARGE network of company contacts.

DUTIES & RESPONSIBILITIES

- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
- Work personally with recruiters on sourcing specific roles
- Maintains professional and technical knowledge by reviewing professional publications; establishing personal networks; keeping up to date with latest technology to improve proficiency
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Contributes to team effort by accomplishing related results as needed.
- Working with other interns to accomplish tasks, carry out assignments from previous day, keeping a leave log of things to accomplish, staying organized

QUALIFICATIONS & REQUIREMENTS

Team player, self-motivated, a basic understanding of office machinery, the ability to use all of the software used by the company (specifically CRM), a basic understanding of computer operation, maintenance, and troubleshooting, advanced communication and organizational skills, bookkeeping skills, time management skills, and multitasking skills.

TIME COMMITMENT

These are the periods of time requested by the employer:

- 1-term (50-100 hours/10 weeks)
- 2-term (50-100 hours/20 weeks)
- 3-term (50-100 hours/30 weeks)

HOW TO APPLY & DEADLINE

Applicants should then send a resume/cover letter to Matthew Feldman at mfeldman@artemisssp.com. Please type "UCI Intern Application: your name" in the subject line.

CONTACT INFORMATION

Please note that the internship is unpaid. Course credit will be accredited by enrolling in SocSci197.

For additional information contact Matthew Feldman at mfeldman@artemisssp.com, or call 949-528-3216, and visit their website at www.artemisssp.com.