

# INTERNSHIP OPPORTUNITY

## Commercial Intern - Recruitment #344



### Posting Period

April 8, 2016 –  
May 6, 2016

### Compensation

\$15.00 - \$18.00 per hour

All internships are paid at an hourly rate, are non-exempt and do not receive benefits.

### Department

Commercial Group

### Reports To

Manager, Trade and  
Marketing

### To Apply

<https://careers.portoftacoma.com>



For question or inquiries, please contact the Human Resources Department at [hr@portoftacoma.com](mailto:hr@portoftacoma.com)

THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.



### Summary

This internship will assist in project work to include, but not limited to; maritime and transportation industry market research; customer research; Customer Relationship Management (CRM) data entry and maintenance; design and production of PowerPoint slides and printed materials to support customer outreach efforts; file scanning and archiving and event planning and logistics. Additional project work may be arranged with input from the Commercial Team departments and business units.

This internship is expected to start on or around June 1<sup>st</sup> for 3 months.

Hours for the internships will be twenty (20) hours per week, Monday-Friday, between the hours of 8:00 a.m. and 5:00 p.m.

### Qualifications

Applicants should currently be enrolled in an accredited four-year college or university or enrolled in an accredited graduate school, with course work in Business or Marketing highly preferred. Masters candidates are preferred. Coursework and interest in the maritime industry, supply chain management or transportation a plus.

Applicants must be proficient in Microsoft Office software applications. The ability to collect, compile and analyze data and communicate clearly and concisely both verbally and in writing are essential. The ideal candidate will be able to take direction, move a project forward with moderate supervision, be able to multi-task, be open to taking on a variety of different types of work, be detail oriented and enjoy being part of a team.

### Eligibility

All individuals offered an internship must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to starting.

**The successful intern must possess (or obtain within 30 days of employment) a valid driver's license. Intern must be able to successfully complete a post-offer substance abuse test and background investigation.**

### Application Process

All applicants **must** thoroughly complete a Port of Tacoma application online at <https://careers.portoftacoma.com> and upload both a resume and cover letter to be considered for this opportunity.

### In the cover letter, the applicant must clearly describe the following:

- Why you are interested in the internship?
- What specific skills can you contribute to the internship?
- What are your future career goals and how will this internship help you in reaching those goals?

All applications must be submitted on or prior to the closing date.

**Only applications which are complete and meet the qualifications and requirements identified in this announcement may be considered for interview.**

People. Partnership. Performance.