

## Ditesco Internship Opportunity

**Title:** Administrative Internship

**Job Type:** Internship

**Employment Type:** Part-Time

**Job Functions:** Administration, Business Development, Marketing

**Description:** Ditesco, a local project and construction management company, is currently offering a part-time administrative internship. Qualifications include: strong written skills, interpersonal skills, computer skills, note-taking skills, and research skills. Some marketing experience is preferred but not required. Interns will work closely with the Office Manager to gain experience in multiple facets of office management and client relations.

**Desired Skills:** Strong written skills, interpersonal skills, computer skills, note-taking skills, and research skills. Some marketing experience is preferred but not required.

**Responsibilities:** Job duties will include, but are not limited to, maintaining the company's various social media campaigns, reviewing inventory, attending client meetings and capturing meeting minutes, project filing and company document management, data entry, and a small portion of event planning. The ideal candidate will be able to interact with staff in a fast-paced environment while remaining flexible, proactive, resourceful and efficient. A high level of professionalism and confidentiality is crucial to this role.

**Application Instructions:** Send an updated resume and cover letter to:  
[cassidy.hill@ditescoservices.com](mailto:cassidy.hill@ditescoservices.com)

**Job Location:** Fort Collins, Colorado