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Position Description – Management Intern

COMPANY OVERVIEW

CURRIER & Associates, Inc. is a leading full service interior design firm specializing in the creation of enriching living, healing and working environments. We believe it is critical to develop uplifting and functional environments that reflect the values of the client and the needs of the people who will live and work in them. We also believe that each client’s project is unique and we focus on honoring that uniqueness through the integrity of the specific design. Our hallmark of success is the exceptional value we provide to our clients. We deliver this through intimate, detail-oriented service coupled with design creativity and comprehensive project coordination and execution. In turn, this maximizes each client’s investment in the interiors of a facility. Since 1979, we have completed over 900 projects that include consulting, interior design, space planning, interior architecture, project coordination and purchasing services for senior living, commercial, retail, hospitality, healthcare, institutional and residential clients.

The company is committed to personal growth and the evolution of a proactive, can-do culture in which each team member is able to support the collective core ideology and shared values. This is a new internship position that will allow the intern to gain insights into both the business activities of the a small professional services firm as well as develop an appreciation for the social entrepreneur activities of the CEO that contribute to the Greater Newburyport community.

POSITION DESCRIPTION

Goal: To contribute to the development of the interior design services operations of the company as a relevant and meaningful work-site based learning experience.

Objective: To provide support to the managers in the firm in addressing a variety of market research, planning, financial analysis, MIS systems, purchasing, administrative, communications and other general management opportunities and challenges.

Scope: This position encompasses a variety of assigned tasks and/or projects that will need to be accomplished in an orderly and efficient manner.

Reporting Relationships:

- Reports to - Financial Services Manager
- Works closely with - Members of the planning team
- Works with - All Team Members
Design Associates
Resources/Suppliers
Media Contacts

Major Responsibilities:

- 1. Support New Business Efforts** – Contribute to the new business campaign as agreed with the president. This could include a review of publications for information on potential new projects to attending networking events while being attentive to potential new business opportunities from what is read, seen or heard. Call identified contacts to determine individual responsible for interiors and gather any supportive facts possible. Review with president and decide upon course of action. We want to be pro-active about all potential opportunities.
- 2. Support Strengthening Data Resources** - In support of the administrative services manger, contribute to maintaining the data base and overall company files and systems. Enhance the ease of retrieval of information wherever possible. We want to be efficient in accessing and using marketing data, information and materials.
- 3. Support Purchasing Services Activities** – Support the purchasing services manager in executing purchasing projects, analyzing purchasing data and developing supplier profiles and other projects to be defined.
- 4. Support Financial Services** – Support the financial services manager in strengthening our financial management, evaluation and reporting system. Support the development of a “Dashboard” reporting format. This can include expanding our data base or MIS system’s capabilities, analyzing software options and helping to execute decisions made the make our operations more effective and efficient. We want to have required information be accurate, available when needed and in the format needed.
- 5. Contribute to Developing Plans and General Management Reviews** – With the CEO, gather marketplace information and studies and evaluate the data within them to outline trends or key conclusions as a backdrop to developing short and long term plans. Review performance information against objectives and benchmarks and develop management reports for review by the planning team and others. We want to be planning our work and working our plans.
- 6. Help Support Team Members** - Provide support required for others to complete tasks and projects. This can range from analyzing publications, problem solving or helping to prepare for a meeting/presentation. We want to be an effective team and believe a supportive attitude is required on everyone’s part.
- 7. Undertake Special Projects** - Undertake special projects when requested by and agreed to with supervisor.

Qualifications:

Overall, we seek team members who possess a positive, pro-active and professional attitude toward life and work and share and support the foundation and core values of the company. It is important to have a passion to learn and do develop management skills with excellence.

1. Experience:

- a) Education – Be pursuing a college degree in business administration, construction management or services, architecture, communications or interior design.

- b) Experience - Have some prior work experience in a field of personal interest and be interested in the general operations of a small business.

2. Competencies:

- a) Relationships - Have demonstrated the ability to develop and maintain open communications and a close working relationship with a variety of individual personalities and to have obtained their confidence.
- b) Organizational Comfort – Have demonstrated an ability to be effective and have developed confidence in working up, down and across organizations.

3. Skills and Proficiencies

- a) Communications - Have strong verbal and written communications skills.
- b) Computer Skills - Possess keyboard proficiency with PC based word processing, spread sheet and data base software based upon a Windows/Microsoft Office networked system.
- c) Organization – Be attentive to details and interested in organizing the materials and/or information required to complete a project.
- d) Project Coordination - Able to work within established processes. Develop and complete assigned project work planned, created and within budget. This includes maintaining project schedules, cost estimates and time/task schedules agreed to among team members.
- e) Time Management - Able to establish priorities given multiple requests and to accomplish tasks according to previously agreed upon schedules.
- f) Teamwork - Able to accommodate a flexible schedule in response to client/team/project requirements. Be known as communicative, cooperative, timely and responsive in an honest and open manner.

4. Plus Qualifications:

- a) Have prior work experience in a professional services firm.