

Employer: Mid-West Lighting Wholesale Corp.

Title: Account Management and New Business Development Intern

Description: Mid-West Lighting Wholesale Corporation is seeking an Account Management and New Business Development intern to join our company. This is a great opportunity for a student seeking a career in green technology, wholesale distribution, construction, sales, or business. You will help us grow with existing customers and connect us with new customers to our products and have fun while doing it! The Intern will assist the Mid-West team on various projects and tasks to gain experience in the field of wholesale distribution. He/She will work on a wide variety of projects including data mining our system information, review current business processes, engage with current clients on growth opportunities, and research for new clients. Hours are flexible, with a minimum of 19 hours a week. This position is available starting in December, and end date/holiday schedule is flexible. The intern will work in our Lighting Distribution Company in Los Angeles (East Hollywood).

Projects / Learning Outcomes: The intern will be supervised by Director of Sales and receive training on the wholesale lighting fixture industry and energy efficient lighting and control products. The intern will learn cross-team communications and project management skills, as well as reach a higher proficiency of Microsoft Suite skills, ability to construct content and enhance communications as well as the usage of web tools, etc. The intern will work with our vendors, learn inventory tracking software, and gain exposure to specific lighting fixture and design terminology. This is a great opportunity to enhance skills in organization, multi-tasking, communications, and learn about wholesale distribution, energy efficient lighting technology, and green building initiatives.

Full time positions will be available to interns after graduations and completion of the program that show high potential and earnest to join the wholesale distribution industry.

Qualifications and Requirements: Individual should have general business knowledge, either from business courses or have experience working in an office. Able to use the Microsoft Office Suite – Word, Outlook, and Excel; PowerPoint helpful. Student should be enrolled in a college degree program. This person should have strong communication (oral, writing and presentation) skills, be detail-oriented, and have a professional presence and demeanor.

Please send your resume to oliver@midwestlighting.com

Location 5250 Hollywood Blvd., Los Angeles, CA 90027-4913

Type: Internship Desired Major(s): Business Administration, Communication, Industrial Technology, Civil Engineering: Junior, Senior

Salary Level: \$14.25 a hour

Job Function: Account Management and New Business Development

Approximate Hours Per Week: 19-30 hours