Paid Internships at Global Mobile Tax Service

Position Requirements:

            Interns will be required to be comfortable with Windows 10, Word, Excel, email and be able to type 40 wpm.  The interns will work 20 hrs a week.  The workload will include data entry, scanning, minor calculation, and filing.  Because the intern will be exposed to extremely sensitive information, confidentiality is critical.  Each intern will be trained and gain experience working with Drake accounting tax software. No experience required. Training will start in December and the position will last until the end of March.

Here is the work schedule:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position |  | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
| Intern 1 |  | 12 to 4 | 12 to 4 |  | 4 to 8 |  | 4 to 8 | 12 to 4 |
| Intern 2 |  | 4 to 8 | 4 to 8 | 4 to 8 |  | 4 to 8 |  | 4 to 8 |

Should you have any questions please do not hesitate to contact me.

Kindly,

Gene Turks

Electronic Return Originator

Global Mobile Tax Service

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