



3075 Vintage Blvd, Suite 200, Juneau, Alaska 99801 (907) 790-4990; Fax (907) 790-4999

Title: Business Operations Intern

Location: Alexandria, VA.

Hours of Work: 40 hours

Category: Internship

FLSA Status: Non-Exempt

Salary/Grade Level: DOE

Date Approved:

Reports to (Supervises/Liaison): Vice President Operations - Goldbelt Wolf
William Faiella

SUMMARY

The Business Operations Intern at Goldbelt Wolf, Alexandria, Virginia will learn and assist with the administration of the day-to-day business operations. The intern will gain “hands on” experience and knowledge from working with all positions at Goldbelt Wolf. There are multiple projects that will allow the intern to gain insight into the overall operations and daily functions within a growing government contracting environment. This position is a great opportunity to learn about operations management with a dynamic organization that delivers high quality products and service solutions, serving government agencies (Federal and military), international organizations and commercial customers worldwide.

Learn and perform the following duties:

- Operations
- Assist with daily operations
- Conduct research on business opportunities and external companies, vendors, and customers
- Assist program managers / staff with daily operations and their assignments
- Assist management with special projects to further enhance Goldbelt Wolf operations and goals
- Compiling, and analyzing official documents to include contracts, purchase orders pertaining to business initiatives

Special Project: Create a Business Operations Manual (BOM) documenting the business operation process within GBW i.e., flow of business contracts with both clients and vendors (from initiation to finalizing). The BOM will provide new employee’s the process to successfully operate within GBW and standardization for overall best business practices at GBW. To accomplish this, the BOI will review existing procedures and interview GBW personnel, to include program management, proposals, business development, logistics, accounting, program managers, sales staff, and management.



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The Goldbelt Wolf (GBW) Business Operations Intern (BOI) will also create a File Management Policy Document establishing policy for the new internal file management system process at GBW. The BOI will prepare two (2) documents for approval and signature by the GBW President;

1. Business Operations Manual
2. File Management Policy Document.

The BOI will assist in a variety of assignments regarding business operations management and development as needed and in concert with the aforementioned projects.

The internship will provide the right candidate an opportunity to learn about business operations management with a dynamic organization that delivers high quality products and service solutions, serving government agencies (Federal and military), international organizations and commercial customers worldwide.

NECESSARY SKILLS AND KNOWLEDGE

- Above average oral and written communication skills
- Good interpersonal skills
- Organizational skills and ability to pay attention to detail
- Above average oral and written communication skills.
- Good interpersonal skills.
- Able to organize and pay attention to detail.
- Able to use Excel and Microsoft word
- Able to identify and resolve problems in a timely manner.
- Able to gather and analyze information.

MINIMUM QUALIFICATIONS (education, experience, skills)

- Eligible for participation in Goldbelt's Career Development Program
- Working towards an Associate's, Bachelor's or graduate degree.
- Excellent organizational skills and ability to work independently and within a team.
- Demonstrated ability to manage multiple priorities and deadlines in a fast-paced, demanding work environment
- Must be available for entire twelve week internship.