



- **M&P Group (Q Total Building Service / Shady Valley Golf Country Club)**

- 브로슈어: <https://www.dropbox.com/s/g3x1vhl0vieub5f/Q%20Total%20Building%20Brochure.pdf?dl=0>
- 위치: Dallas, TX
- 설립년도: 2012 년
- 직원수: 5 명
- 연간 매출액: \$1 million

Q Total Building is a full-service general contracting firm, founded by Chris Choi. At Q Total Building, we have a thorough understanding of construction and the intricacies therein. We pride ourselves in possessing the skills, resources, and experience to provide high-quality service.

1. 인턴십 포지션: Accounting Intern / Management Intern

2. 업무내용:

- 1) Accounting Intern

- Process journal entries and perform accounting correction to ensure accurate records.
- Date stamping all new invoices.
- Initiate collection proceedings against accounts past due.
- Maintain accounting records by making copies and filing.
- Support managers and other employees through a variety of task related to organization, communication and marketing wise.
- Managing emails, phone calls, and messages of inquiries.

- 2) Management Intern

- Support managers and other employees through a variety of task related to organization, communication and marketing wise.

- Managing emails, phone calls, and messages of inquiries
- 3. 급여: \$10.00/hour
- 4. 근무시간: 40 hours/week
- 5. 근무지역: 인터뷰 후 결정
- 6. 자격요건: 영어 능통자(영어로 인터뷰 진행), Excel 및 컴퓨터 프로그램 사용 가능자, 운전면허 소지자