



Bailey Heavy Equipment Repair, Inc.

Office Assistant Intern Position Description

Duration: 2026-2027 School Year (Semester 1 and/or Semester 2)
Job Title: Office Assistant Intern
Supervisor: Office Manager, Meghan Golden
Regular Hours: 5-15 hours a week
Schedule: Flexible schedule Monday-Friday 8:00 a.m. – 4:00 p.m.

Overall purpose and objective of this position:

The purpose of this internship is to introduce the student to entry level office work and work on tasks that directly relate to company goals.

Scope of Work:

- Assist manager with various office duties
- Answer phones and greet customers as needed
- Computer data entry
- File paperwork
- Other work as assigned as needed in office setting

Preferred Skills

- Microsoft Word, Excel and Social Media knowledge
- Good organizational skills
- Good writing and verbal communication skills
- Demonstrates an ability to maintain a positive attitude and outlook, even during stressful situation
- Outgoing and willing to work in a group setting

Application Process

Application portal opens March 2nd, 2026 and application materials are required no later than April 3rd, 2026.

- High School Intern Application
- Resume
- Cover Letter