

Internship Opportunities

JULY 2009
INTERNSHIP TYPES:

[Business Admin](#)
[Human Resources](#)
[Insurance/Risk Management](#)
[Finance](#)

[Journalism](#)
[Graphic Design](#)
[Marketing](#)
[Production](#)

[Market Research](#)
[Web Design](#)
[Logistics](#)

Reference	eg36732
Industry	Publishing
Internship title	Business Admin/Marketing
Location	Sydney
Propose start date	Ongoing
Duration	12 weeks
Hours	9am - 5pm
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	<p>Scope of role the intern will be assisting with distribution of all current publications and services. This includes national distribution database, point of sale and locating new distribution points.</p> <p>Primary responsibilities 1. Coordinate distribution of our publications.</p> <p>Secondary responsibilities 1. Locate new distribution points in Sydney and nationally. Liaise with customers regarding point of sale and database Management. 2. Administration assistance as required.</p> <p>Applicant development The intern will learn a great deal about developing small business management techniques. He/she will understand the concept of multitasking in the Australian Business Environment. His/her English will improve extremely quickly and develop his/her personal skills whilst living in</p>

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	a foreign country and working in a business environment.
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Reference	eg82678
Industry	Consulting
Internship title	Business Administration
Location	Sydney
Propose start date	Ongoing
Duration	12 weeks
Hours	9am - 5pm
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	<p>Administrative & general support duties</p> <ol style="list-style-type: none"> 1. Administrative support for marketing campaigns 2. Market research 3. Liaising with other staff and offices 4. Using computer software, analysing & updating information, compiling results 5. Filing <p>Applicant development English language from interacting with staff, understanding of business and processes, access to corporate training films</p>

Reference	eg34362
Industry	Travel & Tourism
Internship title	Business Administration and Reservations
Location	Sydney, Bondi
Propose start date	02-08-2009
Duration	Minimum 8 weeks

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Hours	9am - 5pm
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	A business Administration role which will involve making reservation for clients. It is a Tourism Administration position that involves the organisation of trips around Australia.

Reference	hg12755
Industry	Telecommunications
Internship title	Business Admin
Location	Collins St, Melbourne, Vic
Propose start date	01-08-2009
Duration	12 weeks
Hours	9-5
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Other skills / Competencies required	Conversant in excel, word and PowerPoint Good communication skills Good team working skills
Description	Lead a complex project consolidating account records for a key client in BT. Responsible for the administration, management and maintenance of a key supplier contract to BT which will be billing in the region of \$6,000,000 per annum - Champion the customer in the provision and maintenance of BT managed third party services. Liaise with customer and suppliers as necessary to obtain

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	<p>key information and share findings.</p> <p>Responsible for implementing and structuring new process flows and handing over / training a support assistant upon internship finalisation</p>
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Reference	eg9568
Industry	Insurance
Internship title	Human Resources Work Experience
Location	Sydney
Propose start date	Ongoing
Duration	12 weeks
Hours	9am - 5pm
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	<p>The primary responsibility of this role is to experience a cross-section of HR type work/ projects.</p> <p>Major duties/responsibilities may include items such as:</p> <ol style="list-style-type: none"> 1. Assist in the recruitment of new hires, including <ul style="list-style-type: none"> • maintaining the global job posting network for Australia • drafting contract renewals, employment contracts, new hire advices • creating personnel files • filing documentation • preparing letters of decline • maintaining applicant tracking sheets 2. Assist the HR Representative in preparing for staff training programs within Australia, including: <ul style="list-style-type: none"> • room set up • catering • preparing manuals and handouts • monitoring attendance or otherwise 3. Assist in the preparation of the Equal Opportunities for Women in the Workforce annual report 4. Update information in CHRIS, the human resource information system

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	<p>5. Assist in the development, introduction and delivery of any initiatives and policies that are a result of the new HR strategies.</p> <p>6. Ensure that the workplace is safe and without risk to health including assisting in conducting and documenting Workplace Safety Inspections</p> <p>7. Complete any other duties or projects requested by the Regional Manager, HR</p> <ul style="list-style-type: none"> • An interest in understanding the people side of the business • Good written and verbal communication skills • Excellent attention to detail • Ability to multitask and adhere to deadlines • Ability to work as part of a team • During the work experience the following on the job HR training will be completed: <ul style="list-style-type: none"> • Recruitment administration • Employment contracts • Training coordination • HR strategy implementation • Modules of the orientation program, if that coincides with the work experience period, eg • Harassment, Discrimination and Bullying • Occupational Health and Safety • HR Policies and Procedures
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Reference	<i>hg71935</i>
Industry	NPO
Internship title	Human Resources
Location	Melbourne
Propose start date	03-08-2009
Duration	12 weeks +
Hours	9-5
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	Assist with the development of HR policies and guidelines.

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	<p>Assist with payroll enquiries.</p> <p>Assist with the development and review of the performance management system.</p> <p>Assist with the recruitment process.</p> <p>Assist with the development of position descriptions.</p> <p>Assist with the development of recruitment advertisements.</p> <p>General administrative tasks associated with the recruitment process ie letters of acknowledgement, unsuccessful letters setting up and sitting in on interviews and taking interview notes.</p> <p>A wide and varied introduction to the Human Resource function.</p> <p>Exposure to the strategic components of HR.</p>
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Reference	<i>eg57719</i>
Industry	Finance
Internship title	Human Resources Intern
Location	Sydney
Propose start date	Ongoing
Duration	12 weeks
Hours	9am - 5pm
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	<p>Scope of role</p> <p>The intern will gain exposure to the operations of the company through both observation and supervised practice. The intern will be exposed to learning and training in the areas of Employee Satisfaction and the link</p>

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	<p>to Customer Satisfaction.</p> <p>Primary responsibilities</p> <ol style="list-style-type: none"> 1. Please see attached position description 1. Analysis of employee and customer survey data. 2. Using this data to compile communication and actions to improve both satisfaction levels. 3. Working across the HR team and department and supporting the HR department with duties relating to HR. <p>Secondary responsibilities</p> <ol style="list-style-type: none"> 1. Administration assistance as required. <p>Applicant development</p> <p>The internship has been designed to compliment the intern's studies in Human Resources and to assist her in the development of practical skills. The intern will learn and be trained in the implementation of theory. The internship time will offer hands on experience in the analysis and then the implementation of employee and customer satisfaction data. The internship will be conducted under the supervision of industry professionals and training will be provided.</p>
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Reference	eg2713
Industry	Marketing
Internship title	HR / Business Strategy
Location	Sydney
Propose start date	Ongoing
Duration	12 weeks
Hours	9am - 5pm
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	<p>HR and Business strategy and administration</p> <p>It has been agreed that a 50/50 split between my thesis requirements and the internship work at this company</p> <p>Primary responsibilities</p> <ol style="list-style-type: none"> 1. Assist with a variety of HR administration tasks 2. Manage the recruitment process and hiring 3. Work on HR strategy improvements / updates

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	4. Contract administration 5. Sales support 6. Minute taking 7. Some filing Applicant Development Business knowledge HR skills and experience
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Reference	<i>ch59917</i>
Industry	Finance
Internship title	Finance and Accounts Intern
Location	Sydney
Propose start date	09-03-2009
Duration	3 to 6 months
Hours	9-5
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Other skills / Competencies required	MS Office skills
Description	<p>To assist the Finance Team with the day to day operations as well as month end reporting.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> - Collating, coding and data entry of invoices for payment processing - Identification of accounts for early payment - Preparing and processing weekly payment - Following up account queries - Banking & maintaining receipts file - Collection and allocation of receivables - Bank reconciliations - Maintaining Asset Register

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Reference	<i>ch51599</i>
Industry	Finance
Internship title	Assistant Commercial Underwriting Intern
Location	Sydney
Propose start date	02-08-2009
Duration	12 weeks +
Hours	Full time
Remuneration	Unpaid
Level of study / Experience required	Finance/Insurance studies
Level of English required	IELTS 6.0 or equivalent
Other skills / Competencies required	High usage of Microsoft Office tools required (e.g. Excel, Word, Outlook, CRS, Tarification etc.)
Description	<p>To assist the Commercial Underwriters in the management and underwriting of the credit insurance portfolio and promote sales of company's products and services in Australia. Tasks include:</p> <p>To assist the New Business team with support and general co-ordination of the commercial portfolio (e.g. tarification) and coordinate with brokers and direct clients; Preparation of policy documentation and buyer studies; Recording all quotation details in the quote register and organizing follow-up; Update the information in the company's Insurance Management System (IMS), the CRS and the GCC; Other administration duties and Customer Service; Assist other Departments from time-to-time as may be required and special projects support;</p>

Reference	<i>ch8313</i>
Industry	Finance
Internship title	RISK UNDERWRITING & CLAIMS ASSISTANT
Location	Sydney
Propose start date	02-08-2009

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Duration	Fulltime
Hours	9-5
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Other skills / Competencies required	Strong computer office management and procedure skills.
Description	<p>To assist the Trade Credit Risk Underwriters and Claims officers with support and back office administration. Tasks include:</p> <ul style="list-style-type: none"> • Assisting risk underwriters with file preparation including financial analysis and research of buyer information. • Preparation and consolidation of industry data into complete short industry reports • Involvement with B2F rating of large risks in line with SAP program. • Updating of Common Risk System (CRS) in accordance with policy and procedures. • Ordering reports from mercantile agencies (via fax, email, internet as appropriate) • Data entry of claims details • Maintaining high work-flow standards as required. • General administrative assistance to the Claims Officer and Deputy General Manager as required • Other administration duties and ad hoc projects from time-to-time, as may be required.

Reference	<i>hg2938</i>
Industry	Graphic Design
Internship title	Graphic Design
Location	Melbourne
Propose start date	03-07-2009
Duration	26 Weeks
Hours	9-5

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Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	Graphic Design Web Design html coding preferred

Reference	hg64589
Industry	Retail/Wholesale
Internship title	Marketing
Location	Melbourne
Propose start date	03-07-2009
Duration	12 weeks
Hours	9-5
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	<p>To be responsible for increasing awareness of the Table of Plenty brand and increasing customer contact and loyalty and providing better tools to support point of sale and distribution.</p> <p>Plan, manage and implement our new online social networking marketing strategy over a 3 month period. - includes, setting up social networking accounts in Facebook, MySpace etc, Populating these with content and measuring the effectiveness of the content for our customers.</p> <p>Help to write/collate/format content for all the above media and our monthly newsletter</p> <p>Liaise with various suppliers concerning promotional items, point of sale displays etc.</p>

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	<p>Keep website updated with special promotions and other updates</p> <p>General assistance in other marketing tasks such as mail outs, cross promotions, samples etc.</p> <p>The applicant will have the opportunity to work at the cutting edge of new marketing media (social networking), to develop strategic thinking, capacity to implement projects in an effective way.</p> <p>The applicant will be part of an exciting company experiencing fast growth where branding and marketing is a key. The applicant will have a big opportunity to contribute to the public face of the company.</p> <p>The application will work directly with people who have over 20 years of sales and marketing experience in the industry.</p>
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Reference	eg8548
Industry	IT
Internship title	Business Analyst/ Business Development Coordinator (Sales/Marketing)
Location	Sydney
Propose start date	Ongoing/ April 09
Duration	12 weeks
Hours	9am - 5pm
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	As Business Development Coordinator your primary objective is to assist in driving the growth of our business by uncovering new opportunities and further developing existing relationships. You will be responsible for supporting all lines of business in respect to client and partner

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	<p>relationship management and strategic business development initiatives.</p> <p>Desired Skill Set: Strong written and verbal communication skills♣ Ability to present opportunities at all levels♣ Proven ability to hit♣ and exceed sales targets Solid computer skills including Power Point, Word♣ and Excel Attention to detail♣ Autonomous self starter♣ Previous♣ sales experience and the ability effective long term client relationships ♣ A high level of interpersonal skills as well as excellent written communication</p>
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Reference	<i>eg67585</i>
Industry	Consulting
Internship title	Marketing Assistant
Location	Sydney
Propose start date	Ongoing
Duration	12 weeks
Hours	9am - 5pm
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	<p>This role will allow the assistant to truly understand the ins and outs of Marketing, and what it involves. From the creative brainstorming, to the production, through to the final result. Plus all the elements required to support them. If you want to learn about Marketing, this is the place to learn.</p> <ol style="list-style-type: none"> 1. Assisting with Marketing Campaigns 2. Assisting with Events and Public Courses. 3. Administration <p>Secondary Role</p> <ol style="list-style-type: none"> 1. Assisting both the Marketing Manager and Marketing Co-

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	<p>ordinator</p> <ol style="list-style-type: none"> 2. Maintaining the database 3. Dealing with returns from marketing campaigns 4. Maintaining the website. <p>The intern will learn how Marketing Campaigns work</p> <ul style="list-style-type: none"> • You will learn how events work • You will learn about the full marketing cycle • You will learn about how a website is put together and maintained. <p>The internship has been designed to compliment the intern's studies in Marketing and to assist her in the development of practical skills. The internship will be conducted under the supervision of industry professionals and training will be provided.</p>
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Reference	<i>eg45542</i>
Industry	Finance
Internship title	Marketing and Strategic Planning
Location	Sydney
Propose start date	Ongoing
Duration	12 weeks
Hours	9 - 5
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	<p>The intern will facilitate and oversee the implementation. Integration and progression of various marketing plans and strategies for TFE. By concentrating on an area that attracts them the most, the benefits of the placement will be two-way.</p> <p>Area One - MARKETING</p> <p>Primary responsibilities</p> <ul style="list-style-type: none"> • Help carry out the various roles within current marketing strategies, mainly: <ul style="list-style-type: none"> - business case and sponsorship opportunity templates; - create and edit promotional literature; - liaise with sponsors for TFE (namely Councils, Government

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	<p>Departments and other Business grant-makers);</p> <ul style="list-style-type: none"> - network with other businesses and prospective clients in specialist market segmentations; - choose and arrange media interviews, and the placement of TFE information in different media and promotional outlets <ul style="list-style-type: none"> • Improve or enhance current marketing strategies; • Assist at public seminars and networking evenings organised by TFE • Help create word-of-mouth • Frame the creation of sponsorship e-books • Create and edit various promotional media (online and manual) <p>Area Two - STRATEGY</p> <p>Primary responsibilities</p> <ul style="list-style-type: none"> • Brainstorm solutions to challenges; • Help investigate international possibilities (concentrating on New Zealand, south-east Asia, western Europe, Qatar, north and south America) • Edit and Expand various Business Plans
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Reference	<i>hg53143</i>
Industry	Finance
Internship title	Marketing Co-ordinator
Location	Melbourne
Propose start date	03-08-2009
Duration	12 Weeks
Hours	9-5
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	<p>Assist in the implementation of marketing strategies and campaigns, including information sessions, breakfasts, events, etc and the production of reports.</p> <p>Review and update marketing calendar and ensure adherence to marketing calendar.</p>

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	<p>Request and collate marketing artwork via Wizard Business Development Manager (“BDM”).</p> <p>Assist Business Writers in getting marketing activities underway.</p> <p>Provide quarterly marketing effectiveness reports.</p> <p>Handle press releases via head office PR.</p> <p>Design SME and implement SME roll out strategies in conjunction with Banking and Finance Intern.</p> <p>Track marketing expenditure.</p>
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Reference	<i>eg2467</i>
Industry	Consulting
Internship title	Marketing Intern
Location	Sydney, Bondi
Propose start date	Ongoing
Duration	8 weeks
Hours	9am til 5pm
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	<p>Marketing Role: to aid in the creative production and implementation of marketing campaigns.</p> <ul style="list-style-type: none"> - SMM Twitter, Facebook groups, posting blogs - Search engine optimisation - Copy writing sales pages, emails, web pages - Marketing ideas - Mail outs <p>Event Co-ordination Role: to assist in the planning and delivery of quality events.</p>

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	<ul style="list-style-type: none"> - Event planning - Event organisation - Venue management <p>Sales Role: to aid in the expansion of the business.</p> <ul style="list-style-type: none"> - Cold calling, follow up leads - Database management <p>Research, Admin Role: to assist in producing quality digital information products.</p> <ul style="list-style-type: none"> - Product research - Product creation
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Reference	eg83695
Industry	Marketing
Internship title	Marketing Intern
Location	Sydney
Propose start date	Ongoing
Duration	12 weeks
Hours	9am - 5pm
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	<p>Scope of role</p> <p>The intern will gain exposure to the operations through both observation and supervised practice. The marketing intern has the advantage of participating in the Customer care program and will have an active role in the development and growth of this. The intern will also be able to dabble into other business areas from operations to marketing, giving the intern a well-rounded and worthwhile experience. The intern will work with the office manager, marketing and sales team, admin team and the CEO.</p>

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Reference	<i>eg9713</i>
Industry	Insurance
Internship title	Marketing Internship
Location	Sydney
Propose start date	Ongoing
Duration	12 weeks
Hours	9am - 5pm
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	<p>Scope of role The intern will be engaged primarily in the Marketing department and will gain experience through both observation and supervised practice. Our marketing team keeps a close eye on the production targets and actuals for all brokers who have a relationship with Chubb. The intern will be trained in a variety of tasks relating to this department.</p> <p>Primary responsibilities</p> <ol style="list-style-type: none"> 1. Assistance with appointing new brokers, managing broker business plans, and reporting. 2. Prepare monthly/ quarterly producer management reports. 3. Review marketing/communication materials e.g. fact sheets, brochures with appropriate department manager/s. 4. Update/maintain information for CICA marketing website if necessary. 5. Coordinate magazine distribution list. 6. Assist in planning and coordinating any broker events as required. 7. Assistance in any other marketing/communications related projects. 8. The intern will also observe and participate in meetings such as ad hoc broker meetings and production meetings. This will help him/her to better understand the business and enhance knowledge of how we distribute our products. 9. Attend production and producer management meetings and minute meetings to gain an overall understanding of

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	the business 10. Assist in any other producer related projects
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Reference	hg97519
Industry	Marketing/Entertainment
Internship title	Marketing Intern
Location	Melbourne
Propose start date	22-07-2009
Duration	12-26 weeks
Hours	9-5
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	<p>The intern would work on projects across the areas of Softlines, Hardlines, FMCG/Promotions, Marketing, PR, Creative and Retail. This would include research, building presentations, and general sales support as detailed below:</p> <p>Assist in business prospecting (Competitor analysis/ retail reviews (identify product/ review listing)</p> <p>Assist with trade and consumer events</p> <p>Creates and update presentations (Sales, etc)</p> <p>Maintain databases, email, licensee lists, etc.</p> <p>Manage external Storage facility.</p> <p>Administration duties including: Filing; faxing, makes photocopies of reports, documents, and other materials as needed.</p> <p>The intern will get an in-depth knowledge of the fast-paced world of the entertainment consumer products licensing industry and hands on experience across</p>

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	Softlines, Hardlines, FMCG/Promotions, Marketing, PR, Creative and Retail.
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Reference	eg993
Industry	IT
Internship title	Operation and Sales Support Executive
Location	Sydney
Propose start date	Ongoing
Duration	12 weeks
Hours	9am -5pm
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	Design/write/produce/rewrite contracts between Employee & Employer, B2B...! Participate in the Tendering Process, review documents and prepare accordingly. Documentation and Broacher preparation. Constant communication with internal and external consultants♣

Reference	eg8945
Industry	Journalism
Internship title	Editorial Assistant
Location	Sydney
Propose start date	Ongoing
Duration	12 weeks
Hours	9am - 5pm
Remuneration	Unpaid

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Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	<p>Scope of role The Role has been designed to compliment the intern's studies in Journalism and to help formalise their business communications skills in a practical environment. The role is primarily focused on Research and Writing. The role will be in a supervised environment and under their guidance of professionals within the industry.</p> <p>Primary responsibilities</p> <ol style="list-style-type: none"> 1. 1. Editorial Research 2. 2. Field Research 3. 3. Assisting with content for the different sections of the magazine; <p>Features.</p> <p>Applicant development By the end of the internship the intern should be competent in the following areas:</p> <ul style="list-style-type: none"> *Extensive exposure within Journalism. *Enhanced Business communication skills in an English speaking environment. *Advanced research skills

Reference	eg87236
Industry	Logistics
Internship title	Logistics
Location	Sydney
Propose start date	Ongoing
Duration	12 weeks
Hours	9am - 5pm
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	<p>Scope of role -Assisting various departments with Business admin.</p>

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	<p>Marketing and IT related.</p> <ul style="list-style-type: none"> -Work with Warehouse assistance & Sales team to understand the logistic side of business -Opportunity to join Business Development and Account Managers weekly on a Market tour visiting our clients across Sydney. Supporting them with marketing initiatives and ways to enhance business opportunity. <p>Primary responsibilities</p> <ol style="list-style-type: none"> 1. Supporting Business & Account Managers to implement sales & marketing programs to existing clients across Sydney. Work closely with the Warehouse team and Logistic team to understand with all aspect of Logistic mechanism being implement to and from our Suppliers, Branches, Resellers and Customers. <p>Support IT Department with IT related admin, taking photos and downloading images of products to website.</p>
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Reference	<i>eg8121</i>
Industry	Engineering - Mechanical
Internship title	Production Assistant
Location	Sydney
Propose start date	Ongoing
Duration	12 weeks
Hours	9am - 5pm
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	<p>Scope of role</p> <p>The Production Assistant is responsible for assisting the production manager and production engineer in day to day planning, organisation and management of the company's production facility.</p> <p>Primary responsibilities</p> <ol style="list-style-type: none"> 1. Drawing - ensuring all drawings are prepared to specification or internal customer requirements and then issued to the factory for manufacture.

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	<p>2. Programming: -As required, develop material for input into the computer simulators utilising drawings and specifications.</p> <p>3. Quoting: -Produce quotations to customer requirements in compliance with production capability.</p> <p>4. Planning and Scheduling - Prioritise, produce and track production schedules to production floor</p> <p>5. Production support -Attend and participate in production safety meetings, participate in projects to improve production efficiency,...</p> <p>6. Cross-Functional Support - Assist on the production floor as required to plan usage of raw product minimising wastage</p> <p>7. Projects- Tensiloy product costing model</p> <p>8. Administration and Maintenance: Maintain a register of Tensiloy, Wearplate, and TLC part numbers</p>
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Reference	<i>ch4533</i>
Industry	Market Research
Internship title	Research Project Developer
Location	Sydney
Propose start date	As available
Duration	Flexible
Hours	9-5
Remuneration	Unpaid
Level of study / Experience required	Marketing Research related studies - at least 1 year as per PPA requirements
Level of English required	IELTS 6.0 or equivalent
Description	The intern will assist with projects to gain an understanding of the market research industry in Australia. Administration work also included

Reference	<i>ch15471</i>
Industry	Market Research

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Internship title	Research Project Developer
Location	Sydney
Propose start date	As available
Duration	Flexible
Hours	9-5
Remuneration	Unpaid
Level of study / Experience required	Psychology or Social Resarch studies - at least 1 year as per PPA requirements
Level of English required	IELTS 6.0 or equivalent
Description	The intern will assist with projects to gain an understanding of the market research industry in Australia. Administration work is also included

Reference	<i>eg47711</i>
Industry	IT-Web Design
Internship title	Web Developer
Location	Sydney
Propose start date	Ongoing/ April 2009
Duration	12 weeks
Hours	9am - 5pm
Remuneration	Unpaid
Level of study / Experience required	At least 1 year studies
Level of English required	IELTS 6.0 or equivalent
Description	Scope of role: The development role is a supporting role to our senior web strategist. The work includes CSS, PHP, HTML and Word press development, web design, server environment, and Photoshop. This role requires a person with exceptional attention to detail and project management skills. Primary responsibilities: Manage ongoing web projects,

	<p>liaise with the client services team, report to the managing director, assist with general web design and web development tasks.</p> <p>Secondary responsibilities: Some server environment tasks are required such as website uploads, creating server accounts, setting up analytics and scoping web development projects.</p> <p>Applicant development: They will learn skills in high level web development, web strategy, usability and interaction design, server environments and organisational structure and process.</p>
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