



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10962) Business Administration Program – Edwards, CO



Program Duration: 12 months
Compensation: \$21.00 per hour
Housing: not provided
Number of Position Offered: 1

Host Company Description:

The host company is a leading retailer of sporting goods and outdoor equipment in Edwards County, Colorado. They specialize in providing high-quality products and exceptional customer service to meet the needs of athletes, outdoor enthusiasts, and fitness aficionados. They have established a strong presence by focusing on customer satisfaction and community engagement, with a loyal customer base.

Program Description:

- Monthly accounting functions such as preparing accounting statements
- Learn federal/state laws about taxes and operations
- Allocate resources through the evaluation of financial indicators
- Prepare financial statements and learn how to balance a budget of income and expenses according to the structure of operational dynamics
- Investment and market research
- Inventory management including communicating with suppliers

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **Business Management** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must hold **Business Management** degrees and have least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years of professional experience in this field
- Excellent English skills--Strong written and oral interpersonal and communication skills.
- Proficiency in Microsoft Office Suite (Outlook, Excel, Word, etc.)

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title