

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

Department of Citywide Administrative Services

DIVISION

OFFICE OF CITYWIDE PROCUREMENT (OCP), LOGISTICS

ADDRESS1 66-26 METROPOLITAN AVENUE,
MIDDLE VILLAGE, NY 11379

ADDRESS2

CONTACT NAME HANSEN WONG

E-MAIL HWONG@DCAS.NYC.GOV

PHONE (718) 417-2052

FAX (718) 417-2060

AGENCY DESCRIPTION (Max characters 3000)

THE DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES (DCAS) ENSURES THAT CITY AGENCIES HAVE THE CRITICAL RESOURCES AND SUPPORT NEEDED TO PROVIDE THE BEST POSSIBLE SERVICES TO THE PUBLIC.

UNIT DESCRIPTION (Max characters 1000)

LOGISTICS, STOREHOUSE PROVIDES LOGISTICAL SUPPORT FOR ALL CITY AGENCIES WITHIN THE FIVE BOROUGHES.

POSITION TITLE (Max characters 100)

LOGISTICS INTERN

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

ASSIST IN ALL DAY TO DAY OPERATIONAL ACTIVITIES INCLUDING: FILING SHIPPING OPERATIONS DOCUMENTS, ENTERING DATA INTO EXCEL AND THE ACCESS DATABASE, ANSWERING OFFICE PHONES, AND PREPARING REPORTS UPON REQUEST.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

GOOD COMMUNICATION AND INTERPERSONAL SKILLS, AND KNOWLEDGE IN MICROSOFT EXCEL AND ACCESS.

APPLICATION PROCESS (Max characters 700)

APPLICANTS SHOULD FORWARD THEIR RESUME TO THE AGENCY CONTACT PERSON.

SALARY RANGE

\$12.00 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

nyc.gov/dcassip
