



July 29, 2011

JOB TITLE:

Export Intern

JOB SUMMARY:

Need an internship to fulfill requirements for your degree?

Want to get paid while receiving credit hours?

Looking for something to be flexible around your class schedule?

Want real life business experience?

CSI is currently accepting applications for an Export Intern position in a challenging and fast paced environment with a rapidly expanding company. This 15-20 hour a week position is available immediately. This position will work closely with the Export Specialist helping with sales and logistics. Some tasks performed are:

- Contact with overseas customers on a daily basis
- Coordinate international shipments (air & ocean) with the shipping department, customers, forwarders and logistics companies
- Negotiate rates and coordinate delivery schedules for international shipments
- Create custom-compliant international paperwork to include correct INCOTerms, scheduling B and invoicing.

EDUCATION:

Enrolled in Undergraduate program (Junior/Senior status) or in Graduate program; required
Fields of education: Marketing, Sales, Communication, International Business or related field; required

EXPERIENCE:

Bilingual; required

Basic computer skills in Word, Excel, Publisher and Outlook; required

Good communication and interpersonal skills; required

Good organizational skills; required

Attention to detail and accuracy; required

COMPENSATION:

\$10.00 – \$13.00 per hour based on experience

HOW TO APPLY:

Send resume and cover letter to:

CSI Human Resources
2700 Partnership Blvd.
Springfield, MO 65803

Fax: (417) 831-5314

Email: hr@csidesigns.com