

Job Overview					
Job Title:	Financial Services Intern	Branch:	Harrisonburg, VA		
Division:	Financial Services	Travel:	As Needed		
Reports to:	Division Manager	Training:	Role Specific		
Position Details					
Position Type:	Part Time	Status:	Non-Exempt	Pay Grade:	N/A
General Job Description					
<p>The Financial Services Intern will participate in an educational experience in financial services which includes a range of risk and securities products. The Financial Services Intern provides service and support to the division, including importing and exporting data into various information systems, compiling, reviewing and verifying information, and other tasks assigned by division personnel. This individual will spend time with division professionals to experience working with clients through observation and customer service. As a representative of the organization, they align personally with the organization's values as reflected in the LD&B BLUEprint and models these values on a daily basis.</p>					
Essential Duties & Responsibilities					
<ul style="list-style-type: none"> Utilize and record information in agency management system and other database system as needed. Perform general office duties such as organizing and maintaining filing systems, scanning, copying, printing, or typing documents. Create documents and run reports for internal and client use. Provide administrative support to the division as requested or needed. Maintain a strong work ethic with a total commitment to success and consistently demonstrate our BLUEprint values every day. Other duties as assigned by management. 					
Education, Requirements, Qualifications & Skills					
<ul style="list-style-type: none"> High school diploma or equivalent required. Prior customer service experience preferred, but not required. Working knowledge of technology, including Microsoft Office. Strong attention to detail. Exceptional oral and written communication skills. Strong organizational and interpersonal skills. Ability to understand and adhere to all requirements related to information security, privacy, and confidentiality at all times. 					
Physical Requirements					
<ul style="list-style-type: none"> Must be able to sit for a long period of time, which may include extensive use of computers and associated software. Must possess to ability to hear, see, and speak. Must be able to stand, sit, walk, use repetitive small motor activity, use hands and fingers, and reach with hands and arms, stoop, kneel and ascend or descend stairs. Occasionally required to lift and carry up to 20 pounds. Perform with a high-energy level and ability to handle stress-related situations on a daily basis. Must have a valid state issued driver's license and have the ability to operate a vehicle. 					

