Spring Intern, Executive Administrative

Essential Responsibilities/Accountabilities:
Through this role, you will be responsible for supporting Executive Administrators with Executive filing, coordinating meetings, company initiatives, and processing forms in support of the Company’s Leadership Team.
- Working 20 hours a week, January through May
- Performing other functions as assigned by management
- Maintaining high regard for member privacy in accordance with the corporate privacy policies and procedures
- Consistently demonstrating high standards of integrity by supporting The Lifetime Healthcare Companies’ mission and values and adhering to the Corporate Code of Conduct
- Regular and reliable attendance is required.
- Interns are responsible for their own parking costs (Rochester Region Only).

Minimum Qualifications:
Our ideal candidate will have experience with Microsoft Office. Preferred majors include: Secretarial Science, Office Administration, Business Administration, Communications
- High School diploma or Equivalency Certificate, along with proof of continuous college enrollment
- Must be in good academic standing
- Strong communication skills and be able to work well with professional contacts throughout Health Plan
- Experience using a desktop computer in a professional environment
- Experience with Microsoft products, internet, email, and database software
- Organization skills to deal with multiple projects and priorities
- Strong analytical and problem-solving skills
- Proactive approach to work and display creativity and flexibility in completing their assigned tasks
- Commitment to continuous improvement of their own skill and team functioning
- Responsible for maintaining confidential information to the highest degree
- Self-motivated and able to work independently, as well as on intra- and inter-departmental teams.

Click for additional information or to apply:
https://recruiting.ultipro.com/EXC1006EHP/JobBoard/85a24b6c-2879-4ffa-b473-28c93495b751/OpportunityDetail?opportunityId=07c74fb2-086f-4f98-9cee-1b374963d3a9
OR visit ExcellusBCBS.com/careers and sort by the Job Category “Intern.”