



**Position: Business Operations Intern**

About us: KMF3 is a local, family-owned small business that has been serving the Knoxville area for more than 25 years. Our business consists of quality lawn maintenance and landscaping services. Our goal is to reach complete satisfaction of each of our residential and commercial clients' needs. As a result, we have an A+ rating from the BBB.

**Description:**

Schedule and Pay: This internship will run from May-August 2022 and will be up to 40 hours per week, Monday-Friday, no weekends or evenings. Pay will be competitive and based on experience.

Main assignments will be assisting with administrative duties including the completion of government program applications and QuickBooks accounting.

Responsibilities:

- Assist with Federal Contracting applications
- Participate in webinars/seminars for Federal Contracting applications
- Become familiar with general office policies and document procedures
- Become familiar with efficiency calculations for taxes, insurance, equipment and payroll
- Tracking of targeted bid opportunities
- Assist with compilation of documents and completion of bid proposals

Requirements:

- QuickBooks experience is helpful
- Familiarity with the bidding process in both public and private sectors is also a plus
- Familiarity with government program applications also helpful
- Must have excellent verbal and written communication skills
- Must have strong attention to detail and a "can-do" attitude
- Must be a Junior or Senior in college working on a Business or Accounting degree.