



Internship Job Description for Upward Mobility Scholar Applicants

The Upward Mobility internship program provides meaningful opportunities for students in the field of employee mobility while providing a rich pipeline of diverse talent for industry employers.

Name of Hosting Organization:

Graebel Companies, Inc

Internship Role Title:

Relocation Support Intern

Internship Category

- Customer Service
- Operations

Number of roles available:

1

Available to College Students (2024/25 School Year). Select any that may apply):

- First Year
- Sophomore
- Junior
- Senior
- Grad Student

Work Location (select any that may apply):

- 100% Virtual
- Flexible/hybrid- The role can be a combination of virtual and in-person(must be able to come into office location on agreed upon days)

Mission of Program:

The Upward Mobility Program provides meaningful opportunities for students in the field of employee mobility while providing a rich pipeline of diverse talent for industry employers.

Internship Work Address:

16346 Airport Circle
Aurora, CO, 80011

If the applicant doesn't reside in the local area is your company willing to provide relocation assistance?

No relocation support provided

Hourly Wage Rate

\$18.50

Anticipated Start Date:

Monday, May 19, 2025

Anticipated End Date:

Friday, August 1, 2025

Total Number of hours per week the intern is expected to work: 40

Workday starts at: (start time or flexible) 8:00 AM

Workday ends at: (start time or flexible) 5:00 PM

Hiring Manager's Name/Title: Amy Wong, Director, HR Business Partner

Mentor's Email: awong@graebel.com

Mentor's Name /Title: Amy Wong, Director, HR Business Partner

Mentor's Email: awong@graebel.com

Host Organizations website:
<https://www.graebel.com/>

Internship Summary:

Primary responsibilities would be providing clerical and administrative support to the Service Delivery team. In addition, our interns gather at least once a month with various leadership teams to discuss ideas, learn about Graebel and our recruiting process, and offer suggestions for process improvement.

Essential Responsibilities of this role:

- Quality admin work.
- Input from you on process improvement.
- Proficiency in Microsoft Office Suite
- Strong organizational skills
- Ability to work both independently and on a team

Skill Development Opportunities:

Communication Skills	Problem Solving Skills	
Interpersonal Skills	Teamwork	
Time Management	Adaptability	Work Ethic

Knowledge and skills required for this role:

- Familiarity with Microsoft Office Suite products - Excel and Word.
- Willingness to learn and ask questions.

What does success look like for the intern at the end of the summer?

Successful interns get to help our Service Delivery (Operations) teams as they support relocating families. They will have the opportunity to meet people and interact with a team of professionals.

Company Specific Training for Intern:

We provide on the job training that is delivered through our online learning system and cooperatively with the team members.

Other information:

If selected intern lives in Denver or Houston area where offices are located, we would have intern come into office occasionally. However, if intern selected is in a different location, we are fine with 100% remote.

Prepared by: Amy Wong

Prepared by email: awong@graebel.com

Date: Wednesday, December 18, 2024