

Office Management Internship at a Video Games Company in San Francisco, CA

Host Company ID: I-0014127



Internship Duration: 6-12 months (*paid: 500 USD/month*)

Company:

We are professional artists and industry veterans who have contributed art to over 500 shipped video games from companies including Blizzard, DeNA, Electronic Arts, Epic Games, Kabam, Riot Games, Supercell, Wizards of the Coast. We pride ourselves in developing long-term relationships with each client through integrity, open communication, and high-quality artwork.

In addition to our headquarters in California, we have a full production art studio in Shanghai, China. We've worked with clients including Activision, Blizzard, Disney, DeNA, Electronic Arts, Kabam, Kixeye, Riot Games, Sony, Supercell, Tencent, and Zynga. In 2013 alone we helped ship over 60 titles, many of which have hit the top rankings on Facebook, the Apple App Store, and Google Play stores.

Internship Position:

A leading art outsourcing and creative service provider for mobile and video games is looking for an office management intern. The intern will be responsible for the smooth running of the office.

Tasks include:

Customer Service:

- Greeting guests
- Responding to queries
- Website/Blogs/Newsletters

Office Management:

- Purchasing office supplies and looking for opportunities for savings improvements
- Creating and improving systems for inventory management, cleaning etc
- Database Management
- Records Management
- Financial Management

Shadowing CEO:

- Preparing for meetings
- Assisting with scheduling
- Human Resources Management

Requirements:

- Passion for video games and/or art
- Interest in how a US business is run
- English level must be good enough to speak & understand on the phone

Benefits for the Intern:

- The intern will receive a general office skills training and mentoring from supervisor (e.g. on how to manage a calendar, how to write good executive emails etc.)
- Executive assistant training

- Creative industry: Young and international Team
- Located in downtown San Francisco
- Intern will be included in all companies' activities such as holiday party, team events, Halloween costume contest