



Representative in Kaliningrad
 World of Education
 Prospekt Mira 114
 Kaliningrad, 236022, Russia
 Tel.: +7 (4012) 95-00-12
 E-mail: info@worldofeducation.ru
 www.worldofeducation.ru



Internship/Trainee open position information

Company	Tasting East Asian Restaurant / Dragonfish Asia (within the Paramount Hotel)
Company size	Medium sized
Category	Business Administration internship
Job title	Business Administration / Accounting intern
Location	Downtown Portland, Oregon
Job type	Internship
Job level	Internship/Trainee depending on education level
Education	Business Administration or Accounting students or graduates with an interest in the Culinary/Food and Beverage industry
English level	Advanced
Compensation	\$8.80 - \$11 / hour
Perks	A shift meal at a 40% discount and a 20% discount off of the food when not working.
Start date:	March 19 th , 2012
Approx Hours per week	Approximately 32-40/week
Length	12 months
Housing	Not provided but company will assist with providing affordable options nearby.
Positions available	1

Tasks and responsibilities

Responsible for answering and screening office calls for Bookkeeping, Human Resources and Director of Operations. Perform administrative tasks as outlined for the Accounting Department and Human Resources Department. Processing Gift Cards, Comment Cards and responding to the customers.

General Office related:

Answering phones, Filing, Cash checks and make deposits.

AP/AR Related:

Data Entry (Invoices), Credit Card Charge-backs - researching customer charges, Bank Deposits, Quick books.

HR/Payroll Related:

Data Entry: Payroll, Employee Maintenance, Employment Verifications, Unemployment Claims, L&I Claims, Bank Reconciliation.

Director of Operations Related:

- Customer Comment Program. Receiving documentation from our customer comment service and making sure letters and Gift Cards are sent out.
- Donations. Maintaining donation files, drafting letters, filling out paperwork, gift cards and follow-up with management.
- Filing System for company documentation.

Desired Skills & Experience

- **Education:** College degree in Accounting; or three to six months related experience and/or training; or equivalent combination of education and experience.
- **Qualifications:** Ability to read, write, and follow oral instructions; able to make simple math calculations, add, subtract, multiply, and divide; ability to write in a legible fashion simple correspondence. Ability to effectively communicate in a one-on-one situation be it with team members, and/or customers.
- **Physical:** Stands, walks, stoops most of the working day. Must have a current Health Card; carry



loads up to 25 pounds; handles supplies, uses fingers, handle and feel objects, grasp, and torque and reach with hands and arms.

- **Other:** Requires extraordinary interpersonal and customer service skills. Excel and Word software knowledge.

Company Description

Dragonfish Asian Café is located in one of Portland's best rated hotels, the Paramount Hotel. Dragonfish Asian Café brings together cuisines from all across Asia, from Bangkok to Beijing. Our Executive Chef cleverly fashions classic Pan-Asian dishes with signature Dragonfish style and offering private dining for up to 60 seated, or 120 cocktail-style.

The Dragonfish Asian Café will be closed for renovations from Monday, January 30th through February. Once renovations are complete, the new restaurant will be rebranded "Tasting East".

<http://www.portlandparamount.com/>

<http://www.portlandparamount.com/Dining/tabid/59/Default.aspx>

<http://www.dragonfishcafe.com/>

Please do not contact the company directly

www.globalmonday.co

Bigger companies in a smaller world™

Representative in Kaliningrad
World of Education
www.worldofeducation.ru

-----**End of job description**-----