

Company Name: Sourcefit Custom Offshore Staffing Solutions

Company Background:

Sourcefit was founded in November 2006 for the purpose of undertaking development of mobile-phone related applications. As its capacity grew in 2007, the company was approached by a Fortune 500 telecom industry partner to provide process consulting and content moderation services on an outsourced basis. In 2008, Sourcefit again expanded and began offering services to industries beyond the telecom sector. We currently offer BPO services to wide range of companies in the IT, Direct Marketing, Banking, Hospitality, Retail, Telecom and Advertising industries.

Sourcefit was founded by Andy Schachtel, an American entrepreneur with over 20 years of experience in outsourcing both on the client side and as a provider. Sourcefit is growing steadily but adheres strictly to a policy of close, personal service for each of our clients. Above all, we endeavor to make sure each of our clients feels they can command our undivided attention as we provide them with a customized solution that not only fits their business needs, but also delivers maximum process optimization.

We aim to be the premier choice for offshore staffing solutions for small and medium businesses worldwide.

Sourcefit is in need of the following:

- Human Resources Intern
- IT Intern
- Accounting Intern

A. Human Resources Internship

Job Description/Responsibilities:

The HR Intern will assist the HR Team with a wide range of projects related to HR compliance, recruiting, onboarding/orientation, records management, and administrative support.

Qualifications:

- Currently enrolled in an undergraduate degree program with an interest and aptitude to work in Human Resources or administrative fields.
- Good communication and interpersonal skills
- Ability to prioritize tasks and multitask
- Proficient in Microsoft Office

B. Information Technology Internship

Job description:

- Shadowing members of IT department as they perform their duties.
- Troubleshooting
- Network monitoring
- Computer maintenance

Qualifications:

- Candidate must be currently pursuing a Bachelor's Degree in Information Technology/Computer Science or equivalent.
- High level of efficiency, accuracy, and responsibility.
- Strong technical skills including understanding of software development principles.
- Ability to quickly learn new concepts and software is necessary.

C. Accounting Internship**Job description:**

- Shadowing members of the Accounting department as they perform their duties.
- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Prepare and compile PEZA forms, Vouchers, and other related accounting documents.
- Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients.
- Taking on additional tasks or projects to learn more about accounting and office operations.

Qualifications:

- Must be taking a course of BSA or Management Accounting
- Satisfactory completion of introductory accounting courses and a basic understanding of accounting and financial principles.
- Aptitude for math, proficiency with computers.
- Strong verbal and written communication skills.
- High level of efficiency, accuracy, and responsibility.

Sourcefit Contact Details:

Interested applicants may email resume to recruitment@sourcefit.com

Website: <https://www.sourcefit.com/>