

## Holiday Inn Greensboro, NC

Currently we are looking for an intern to work part-time in our sales department. This will be a paid position at \$8.00hr. We are looking for an upbeat, energetic, outgoing administrative assistant. Responsibilities may include but is not limited to filing, data entry, maintain job contract files, ensure that all purchase orders, subcontracts and change orders are entered and are up to date in the system, assist sales department in coordinating various project activities. Please have any candidates to submit a resume to the attached email address. Thank you in advance for your time and consideration.

**Ryan Sims**

**Director of Sales**

**6426 Burnt Poplar Road**

**Greensboro, NC 27409**

**Phone: (336) 668-0421**

**Cell: (336) 558-9552**

**Fax: (336) 668-0710**

**[rsims@higso.com](mailto:rsims@higso.com)**