



Position Title: Implementation Intern

Position Type

Part-Time, 3 Days a week

Work Authorization

U.S Citizen or U.S. National, Permanent U.S. Resident

Description

This position will be responsible for assisting the Implementation Team with daily tasks regarding all implementation functions. This includes, but is not limited to, system testing for new clients, system training materials (including procedure manuals and eLearning materials) for new clients, and required support for new client deployments. On the job training will be provided for all functions necessary for this role, which includes learning the necessary functions of our in-house software and review of templates for training materials (procedure manuals and eLearning).

- Create custom procedure manuals for new client setups, which includes step by step procedures on how to use our proprietary software.
- As assigned, update eLearning module(s) templates to deliver custom content to clients.
- Assist in testing new client setups to ensure proper functionality.
- Attend implementation meetings with Sales Managers (CXI and EBC), as requested.
- As necessary, create sample procedures for potential clients, to assist with the sales process.
- Complete procedure manual updates for system updates and/or client procedure changes.
- Assist in further developing existing new client check list / project management list to implement all new customers, for the different customer types and services.

Location

Orlando, Florida 32821

Desired Major(s)

Working towards a Bachelor's degree in a Business-related field

Salary Level / Compensation Type

\$13.00 / per hour

How To Apply

Please email your resume to: Recruitment@ceifx.com

