



INTERN: Graphic Designer

Based in Harwich at Headquarters

BackOffice Associates, LLC is a fast-growing provider of consulting services and software to global corporations. We perform business critical services associated with corporate ERP systems. We have developed a proven product-line, process and reputation for uncompromising success. We are looking for an energetic, self-directed, committed and goal-oriented individual with the desire to join a world-class organization.

Position Summary:

This summer internship will assist with design layouts for new and revised forms, brochures and visual aides, working from rough copy and preparing materials for reproduction through the use of desktop publishing systems, multiple software programs, and peripheral output equipment.

Qualifications:

College student with a graphics design major or background

Please submit your resume and cover letter to: careers@boaweb.com

BackOffice Associates, LLC is an Equal Opportunity Employer.