



Internship Opportunity

Job Description

Title: Corporate Services Intern

Reports to: Mitsu Yamazaki, Director of Corporate Services, TIP Strategies, Inc.

About TIP Strategies

TIP Strategies, Inc. (TIP) is a privately held Austin-based business and economic development consulting firm committed to providing quality solutions for both public and private-sector clients.

Established in 1995, the firm's areas of practice include economic development consulting, strategic planning, site selection, economic impact analysis, regional economic development, target industry analysis, cluster analysis, technology audit, transit-oriented development, workforce analysis, feasibility studies, market analysis, and redevelopment analysis and planning. For more information about the firm, please visit our website www.tipstrategies.com

Scope: The Corporate services intern will be responsible for assisting the Director with all elements related to business development, sales and project management for the various active projects.

Responsibilities

- Assist with the day-to-day administrative tasks such as coordinating meeting schedules, typing up meeting notes, and building presentations.
- Conduct project-specific and business development-related research
- Participate meetings as needed

Qualifications

- The position requires having his/her own vehicle with proper insurance, laptop computer, and a mobile phone.
- High degree of organizational skill and problem-solving ability
- Resourcefulness in finding information and answers from within and outside the company without prompting or micromanagement
- Respect for details; ability to execute accurately at a high level without excess supervision.
- Ability to prioritize/execute to achieve desired project goals with prudence and sense of urgency.
- Excellent telephone etiquette, communication and organizational skills, as well as excellent written and verbal communication skills.
- Desire to learn and grow continuously and professionally.
- Excellent computer skills including Microsoft Word, Excel, PowerPoint and Project.
- Desire to invest your passion and commitment to a vision you feel you can embrace and contribute to the growth of the company and its success.



- A willingness and flexibility to do “whatever it takes” for “whoever needs it” foster the growth and success of the business.
- Ability to embrace and live the company’s Core Integrity.

Benefits of the Internship

- Gain real-world experience at a national consulting firm.
- Gain insights of various industries in a context of economic development and foreign direct investment
- Career coaching from an experienced professional

Compensation: This is an unpaid internship position.

Please submit cover letter and resume to:

Contact Name: Mitsu Yamazaki

Job Title: Director of Corporate Services

Email: Mitsu@tipstrategies.com

No phone calls please