

How Indeed works.

Indeed works when talented, passionate people come together to get a job done.

Come help Indeed work. We are looking to grow our teams with people who share our energy and enthusiasm for creating the best experience for job seekers.

How a Client Services Intern works.

Are you a current college student seeking an opportunity that will provide you with a invaluable skills, impactful work and real-world experience? Indeed.com is seeking self-motivated interns to join our growing Client Services team.

Our Internship Program has a track record of providing Client Services interns with training, mentorship, and true, client-centric opportunities to affect Indeed's business. The right candidates will possess excellent attention to detail, strong communication skills, and an interest in the Web and B2B client service. This is a great opportunity that touches a variety of departments at Indeed – along with our Client Services group, you will have exposure to our Sales and Technology teams. Successful interns will have the opportunity to continue at Indeed in subsequent semesters.

*With a history of hiring interns for full-time employment, successful interns will have the opportunity to interview upon completion of internship.

Responsibilities:

- Support Indeed's day-to-day Client Services efforts
- Collaborate with our Client Services and Technology teams
- Consult with prospective clients
- Diagnose and solve technical problems
- Conduct research and analysis
- Collaborate with other Client Service Interns on assigned projects
- Learn the various parts of Indeed's business
- Serve as a brand representative for Indeed on your campus

Requirements:

- Internship is 10+ weeks long
- Qualified applicants will be available for a Monday, June 6th start date
- Internship is full-time, qualified candidates will be available for 40 hours/week
- To apply, students must be currently enrolled, taking classes, and pursuing a Bachelor's degree within an accredited college or university in the United States

- Eligible students will have a graduation date between August 2016 and May 2018
- All majors may apply
- Outstanding written, verbal, and presentation skills
- Strong organizational skills
- Ability to work independently, as well as part of a team
- Interest in client service
- Web-savvy
- Experience with Microsoft Excel, PowerPoint and/or Google Docs

Preferred Qualifications:

- Knowledge of pay-per-click (PPC) advertising

Benefits & Perks:

- Catered meals, endless snacks and drinks
- Monthly happy hours
- Casual dress code
- Employee development opportunities

Please visit How Indeed Works to learn more: <http://www.indeed.jobs>

At this time, Indeed will not sponsor individuals for employment visas for this open role.