Hughes Private Capital

Hughes Private Capital is an expanding Real Estate investment firm that specializes in the acquisition and management of homes, providing healthy and stable returns to our investors.

We believe:

- Our **Innovation and Creativity** drive consistently superior results
- Our **Entrepreneurial Spirit** fosters growth and independent thinking
- We have **Respect for Others and Ourselves**
- We are **Always Learning** by building new skills through our successes and our failures
- We are continually **Creating a Positive Impact** through honest, constructive interaction with team members, investors and tenants

**Job Summary:**

We are seeking a motivated, customer-service oriented and capable individual for a **Junior Technical** paid internship role to support the Business Systems Analyst. This opportunity provides the intern with: the opportunity to learn about the different tools and methodologies that are used in handling a company’s operating systems; learn about security issues and how to deal with them and also get trained in handling software and hardware installation techniques. For the right intern, this could become a full-time job.

**Remember, all that you will learn in an IT internship can go a long way in training you to succeed in your career.**

Junior Technical Intern will support the IT team in the maintenance of hardware, software and other systems. They must troubleshoot issues with equipment like printers, computers and servers; run software updates backups when requested. Intern may participate in the development of new applications. To be successful in this role, incumbent must have the aptitude and drive to learn our business as it relates to the implementation, maintenance and support of internal programs.

**Responsibilities:**

- Assist in performing hardware and software installation procedures
- Perform software configuration on stand-alone computers and laptops
- Provide support in diagnosing hardware and software issues and troubleshooting activities
- Assist in handling data migration duties
- Take user support requests and take measures to fulfill requests
- Assist in hardware and software inventory management
- Handle periodic maintenance of hardware and software
- Troubleshoot equipment such as printers and scanners and other peripherals
- Participate in the development of software applications
- Handle researching options and research computer bugs and their solutions
- Take telephone calls from remote users and attempt to assist them with their information technology questions and problems
- Handle IT related documentation and make sure that all IT supplies are available
- Assist in gathering user requirements and developing appropriate reports for IT professionals
• Provide users with ongoing assistance in their information technology problems
• Provide support in setting up end-user training activities
• Handle infrastructure administration activities such as server and storage capacity handling and directory services management
• Assist with business intelligence development activities

Additional Responsibilities and Duties:

• Practice and adhere to Hughes Private Capital values and service standards
• Conduct business with the highest standards of personal, professional and ethical conduct
• Perform and assist with duties, as required, to maintain workflow and meet deadlines
• Notify management of obstacles, equipment or operating problems requiring the need for additional support and/or supplies
• Participate in meetings and work-groups to acquire and maintain necessary levels of knowledge relating to business developments, industry requirements, policies and regulatory guidelines; collaborate on projects and communicate issues
• Ensure all safety precautions are followed while performing the work
• Follow company standard operating procedures (SOPs) and policies
• Perform tasks, special projects and other duties as assigned

Qualifications:

Required

• IT interns must be in pursuit of a degree in computer science, information technology or engineering
• Capacity to learn and utilize relevant software
• Strong organizational skills, specifically problem management, multitasking and time-management
• Demonstrated excellent business oral and written communication skills
• Strong working knowledge of Microsoft Excel

Preferred

• Education in programming, database management and technologies like CRMs, ERPs, MS SQL, Exchange and Access

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

• While performing the duties of this job, the intern is regularly required to sit, talk and hear
• See details of objects that are less than a few feet away
• Speak clearly so listeners can understand
• Understand the speech of another person
• Use fingers to grasp, move, or assemble very small objects
• The employee is frequently required to use hands to finger, handle or feel
• The employee is occasionally required to reach with hands and arms
• The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl
• The employee must also occasionally lift and move up to 75 pounds
• Specific vision abilities include close vision and color vision
Compensation and Benefits:

- Paid internship $13.00/hour plus DOE
- Paid vacation time
- Paid sick time
- Paid Federal Holidays
- No health benefits provided (currently)

Hughes Private Capital provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.