

Intern, Admin Team – DC (PAID)

Overview

Greenberg Quinlan Rosner Research is a premier opinion research and strategic consulting firm. For over three decades, we have used sophisticated research to help leading candidates, parties, government leaders, corporations, and advocacy groups across the United States and around the world. You can learn more about GQR at www.gqrr.com. GQR has an opening for a paid internship in our Washington, D.C. office focusing on Administration and Operations responsibilities. This internship will last 3 months and is 40 hours per week. **At this time we are considering candidates who are available to start immediately.**

Responsibilities

GQR has an immediate need for an administrative intern to be a part of our team. This is a great opportunity for someone to gain an inside perspective on the operations of a high-impact strategic consulting firm and assist the administrative team as necessary. The intern will work across multiple functions within the team to include, but not limited to office management, human resources, information technology, social media, finance and operations.

Qualifications

Bachelor's degree or equivalent experience in a relevant field. Past administrative experience, an ability to handle multiple tasks, familiarity with MS Office, and high proficiency in telephone reception and office management tasks are necessities. Attention to detail, a great attitude, and excellent verbal and written communication skills a must. Ability to learn quickly, retain detailed information, and an interest in progressive politics also valuable. Applicants must be able to commit to a full-time work schedule – 40 hours per week.

Apply

Interested candidates should apply via our website at www.gqrr.com/careers. Please submit a cover letter and resume **AS A SINGLE DOCUMENT** in the Resume field. We apologize that we can only contact those candidates who are invited to interview.