

CETUSA Internship Program Offer

Host Company Description: This Company is a studio of architects and artisans with a passion to create. They collaborate with architects, designers, artists, builders, furniture distributors, business owners and individuals to create signature products for inspiring spaces. Work inspired by Northwest Industrial roots.

Start Date: year-round
Hours: 32-40 hours per week
Duration: 6 - 12 Months
Compensation: \$12/hr+*
Housing: Assisted to Find
Number of Positions Offered: 1
Field: **Business, Project Management**



SEATTLE, WASHINGTON

Applicant Qualifications:

- Requires access to standard material prices and contacts; as well as, a basic knowledge of Excel
- Requires knowledge of all personnel and current projects for coordination

Internship Program Details:

- **Quotes/Bidding-** Format quote for client review by completing project worksheet based on proposed design and compiling client data into a formal quote
- **Acknowledgement/Contracts-** Review client PO for accuracy and produce a receipt of purchase outlining key project requirements including billing and delivery
- **Staffing Calendar/Coordination-** Update staffing calendar outlook with deadlines and team staffing strategies



How to Apply: Submit a professional resume, "Inquiry Form" and cover letter (English) to usmexico@cetusa.org. Indicate desired start and end dates

