

ANR Group Inc is accepting applications from students enrolled in their Junior year in an accredited degree program in Business, Emergency Administration and Planning, Public Administration or related degree program to support the Hanford Fire Department. This is a paid, year-round position that could begin as soon as 11/1/22. This position is not eligible for remote work. It is located on the Hanford site in Richland, WA.

Basic Function:

Under general supervision, the Hanford Fire Department (HFD) Intern performs administrative work assisting the HFD Support Services Division. The position also assists various other divisions inside of HFD, as needed.

Essential Job Functions:

- Office and storage shed inventory management
- Planning, tracking and assembly of rehab meal kits for wildland fires
- Loading/unloading material shipments
- Maintaining & tracking inventory of office supplies and fire department materials
- Tracking firefighter personal protective equipment (PPE) requests, filling orders, and delivering to appropriate personnel
- Completing excess paperwork, tracking and scheduling pickup of excess property.
- Tracking and updating property inventory in property database
- Data input

Basic Qualifications:

Applicants must be a US Citizen, at least 18 years or older and currently attending an accredited college or university undergraduate or graduate program in Emergency Administration and Planning, Public Administration, Business, or related field(s).

Required Skills/Abilities:

- Excellent oral and written communications
- Knowledge of proper/professional business grammar, spelling and usage
- Must be detailed and accurate with data input
- Work effectively in a multi-tasking and deadline driven environment
- Ability to quickly learn office operations and procedures
- Proficiency with Microsoft Office software suite
- Must be able to lift and carry objects (up to 50 lbs.)

Interested students should apply online at <https://anrinterns.com> as soon as possible.

ANR Group Inc is an Equal Opportunity Employer.