

Johnson Controls

Customer Showcase Intern

General Responsibilities

Assist with logistical aspects of customer visits for the Brengel Technology Center, responsible for preparing customer handouts, name tags, and gifts. Some primary responsibilities include data entry, word processing, report generation, copying, faxing, and filing. Assist Executive Visitor Center Planner with open area space requests. Assist Center Manager with the implementation of new branding into PowerPoint presentations. Looking for individual to work 15-20 hours per week.

Typical duties

- Coordinate some logistics for customer meetings. (flowers, customer badges and internal catering)
- Enter customer visits into database and send out follow up surveys to internal and external customers. Run analysis for each completed visit and distribute to participants.
- Assist with the schedule, coordination and tracking of open area 7th floor activities.
- Work with Center Manager and subject matter experts to rework all existing presentations.
- Manage special projects as assigned.

Qualifications

- High level of PowerPoint skills required.
- Excellent verbal and written communication

- Well-developed prioritization, organization and planning skills. Attention to detail a must.
- Computer literate (various software programs: Adobe Photoshop/Illustrator, Excel, PowerPoint, Microsoft Word)
- Graphic design experience.
- Presents a professional/corporate image

Send resume to: melissa.a.gonion@jci.com

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