

MTG Management, Inc.
Management Internship 2018

MTG Management, Inc., an Austin-based real estate management and fuel distributor, is recruiting qualified applicants for a management internship, scheduled to commence in May of 2018.

This program will provide the intern hands-on experience across MTG's two core lines of business; real estate management and retail fuel operations. Additionally, this position will subject the intern to four (4) functional areas within MTG's internal environment. These include exposure to:

- Supply Chain Management
- Property Management
- Store Retail Operations
- Accounting/Administrative Operations

MTG is looking for students who meet the following general criteria (see Intern Specifications) with both a track record of successfully balancing school and work, and a desire to obtain hands-on operational experience in a SMB (small-to-medium business) environment.

Intern Specifications

The following are requirements for any interested candidate in the intern position:

- Required College Course work in Accounting, Management, Communications, Finance
- Must be proficient in MS Word, MS Excel, MS Outlook, Web Search/Research
- Must have strong written and verbal communication skills
- Must be able to work at least 5 hours per day, at least 3 x per week, during the work week (Monday-Friday) at our office
- Must be capable of working remotely based on company scheduling and needs
- Must have reliable transportation
 - May drive up to 200 miles/month, but not more than 400 miles/month
 - Must be able to commute to/from our office in Austin for work hours
- Must have at least 2 years of relevant work experience. Preferred industries include:
 - Retail/Restaurant
 - Professional Services
 - Customer Service
 - Distribution/Transportation
 - Real Estate

Preferred Intern Specifications

- Preferred College Course work in Marketing, Human Resources, Computer Information Services
- Has worked for a family or small business (less than 50 employees)
- Comfortable working with company leadership/ownership with respect to critical thinking and problem solving

Selection Process

This position is scheduled to start on or about 5/15/2018. The Intern Program will conclude on or about 2/8/2019. The Selection process is scheduled as follows:

- Resumes will be accepted from 3/7/2018 through 4/15/2018.
- Interviews and follow-up will be conducted from 4/16/2018-5/8/2018.

Compensation

The intern position is a PAID position. The intern will earn \$12.00/hour during the term of the Program. Interns will be part-time employees and will not be eligible for benefits during the term of the Program.

The position will require 25 hours per week of availability and work-time. We will maintain a degree of flexibility with respect to student class schedules, but only within the parameters outlined under Intern Specifications.

Future Opportunity

MTG Management, Inc. may consider creating a full-time or part-time position based on the intern program outlined above. Consideration will include the performance of the intern, the overall impact of the program on the organization, and the firm's organizational staffing needs at the conclusion of the program's duration.

Internship Program Overview

Day 1-15: Company Overview:

During the initial 90-day period, the intern will get a top-down view of each aspect of the firm's business operation, via job shadowing, ride-a-longs, and observation of staff meetings. The above will include an overview of the firm's Supply Chain, Accounting, Project Management, Store Operations and Accounting/Administrative processes.

Day 16-90: Hands-On Training

During this period, the intern will spend 20-30 hours per week one or two functional groups, learning core operating tasks and processes. At the conclusion of this period, the intern should be capable of accomplishing those tasks with little to no supervision.

Additionally, the intern will be assigned an initial set of weekly and monthly tasks connected to at least two different operating activities within the firm.

Day 91-270: Role Definition and Intern Project:

Once the initial 90 days have been completed, the intern should have a strong working knowledge of MTG's internal operations, business process, and overall operating philosophy. At this point, the intern position will become further defined and assigned to a specific operating group within the firm. Additionally, the intern will be assigned a specific project for which he/she will have direct responsibility for leading and implementing prior to the end of the intern program.

Specific responsibilities will be determined via a combination of the firm's staffing needs and the intern's overall ability in the various functional areas. The Intern Project will be developed collaboratively between the intern and the Program Manager. This project will be defined PRIOR to the conclusion of Month 3 so that implementation can begin at the start of Month 4.

How to Apply

All interested parties should submit a resume/cover letter indicating their interest. Please make sure your submission includes all the following:

- Cover letter of **no more than one page** indicating how/why you are interested in the internship, as well as how/why you feel you are a good fit for the position
- Resume NO LONGER than 2 pages
- Resume should focus on achievements, objectives, and responsibilities managed in both your academic, work, and volunteer/social/extra-curricular careers to date
- Be sure to list all relevant contact information on BOTH your cover letter and your resume
- Summer 2018 schedule/Fall 2018 schedule if already set

Resumes should be emailed directly to Drew Erenwert at derenwert@mbgaustin.com.