

# **Internship Opportunity Available**

## **Crosby Roofing and Gutters**

1253 Sunset Blvd. Suite E  
West Columbia, SC 29170

Crosby Roofing and Gutters is looking for a motivated high school student to intern in their West Columbia office

Candidate must be dependable and open to learning

Candidate will receive on the job training on office procedures

### **Responsibilities:**

Answering phone  
Dealing with customers over the phone  
Computer Work

### **Skills needed:**

Willingness to learn

Starting rate of pay will be \$9.00 per hour with opportunity for 15-20 hours a week/Monday through Friday – hours are flexible- willing to work with school schedule  
(company hours are 8:00-4:45)

**Please send resume, cover letter and email of interest to  
Cindy D'Amico**

**[crosbyroofingcolumbia@gmail.com](mailto:crosbyroofingcolumbia@gmail.com)**