

JOB DESCRIPTION

Name:		Date:	March 2024
Job Title:	Facilities Project & Design Intern	Department:	Facilities
Reports To:	SVP Facilities Manager	FLSA:	

Bell's Values:

As stewards, dedicated to the growth and reputation of this independently owned organization, we are committed to:

- Promoting and sustaining our family atmosphere.
- Providing unequalled personal service to each and every customer.
- "Paying it forward" by giving back to the communities we serve.

Our Bottom Line:

Happy Employees! Happy Customers!

Job Summary:

This position will assist with the strategic needs of the Facilities Department, with an emphasis on space planning, location set-ups, organizational tasks, and design.

Primary Duties:

- Assist with projects as it relates to scope, set-ups and employee moves.
- Assist with space management companywide.
- Assist in maintaining an orderly workspace, team rooms and storage spaces, while assisting with inventory tracking companywide.
- Provide assistance as requested in gathering data to support department leadership.
- Assist department leadership on maintaining a consistent "look, feel and flow" of the organizations' identity, in coordination with current standards companywide.
- Provide courteous, accurate and prompt assistance to all Bell employees, while representing the Facilities Department in a positive manner.
- Proactively raise suggestions, concerns, issues and matters that should be addressed by department leaders for improvement.
- Know by name and face as many customers and employees as possible, calling them by name as often as possible.
- Know and practice LOCBUTN, our Golden Rules, and Bell Bank Customer Service Standards.
- Know, understand, and live the company values and bottom line.

- Conduct activities consistent with established Bell Bank policies, procedures and systems, the Bell Bank Employee Conduct policies, the Bank Secrecy Act and all applicable state and federal laws and regulations.
- All employees are responsible for information security, including compliance with policies and standards which protect sensitive information.
- Perform other duties as assigned.

Job Skills Required:

- B.A. in interior design or junior/senior status in an interior design program
- Familiarity with Auto CAD software
- Strong analytical and math skills
- Excellent written and oral communication skills
- Work effectively as part of a team environment and also independently when necessary
- Ability to work through pressure resulting from deadlines, timely reporting and requests from employees
- Ability to effectively prioritize and multi-task while focusing on the goals of the organization and department
- Maintain a high level of confidentiality
- Ability to work flexible hours to support the department needs to include after hours and weekends, if necessary.
- Knowledge and use of Microsoft Office Suite programs, i.e., Word, Excel, Outlook, PowerPoint.
- Ability to travel as needed within the FM & Lakes area markets

Physical Requirements:

While performing the duties of this job, the employee is required to communicate effectively with others. The employee must be able to use a keyboard, mouse, telephone, and other office equipment. The employee is frequently required to walk, sit, and to reach with hands and arms. The employee must be able to review detailed documents and read computer screens.

Lifting Requirements:

1. **Sedentary work** - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Roles are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
2. **Light work** - Exerting up to 20 pounds of force occasionally, and/or to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work.
3. **Medium work** - Exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for light work.
4. **Heavy work** - Exerting 50 to 100 pounds of force occasionally, and/or 25-50 pounds of force constantly to move objects. Physical demand requirements are in excess of those for medium work.
5. **Very heavy work** - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for heavy work.