



**Position:** Summer Intern

**Position Type:** Full time, Non-exempt (hourly)

**Duration:** June 1, 2020 to August 7, 2020 (10 weeks)

**Who we are:**

Established in 2004, Parsolex is a leading service organization focused on providing analytical, development, and manufacturing solutions to clients who are involved with non-sterile pharmaceutical products. Parsolex is currently looking for an individual to join us for the summer, gaining exposure to the operations of a pharmaceutical company.

**Essential Functions:**

We are looking for an individual who has excellent analytical and communication skills and who pays close attention to details to join us as a Summer Intern. This position will be responsible for a variety of tasks, including, but not limited to:

**Responsibilities:**

- Promotes Parsolex values as demonstrated in personal productivity and quality of work, management of internal/external relationships, and willingness to engage and support team initiatives
- Comply with workplace safety procedures.
- Gain familiarity with the operations of a pharmaceutical company
- Review and retrieve information from equipment, documents, vendors, and other sources to complete documentation and analyses and verify accuracy of documentation
- Review, format, and complete documentation, including written forms, with a high level of accuracy, clarity, formatting, and organization
- Establish and execute strategy for electronic file management to organize equipment and system data
- Create and organize content library and knowledge management system
- Process documentation, as instructed
- Take inventory of physical assets, applying labels and signage as appropriate
- Other duties/responsibilities and projects, as assigned

**Qualifications:**

- Currently in pursuit of at least a Bachelor's Degree at an accredited academic institution is required, with a preference in a field of study relating to life sciences, pharmaceuticals, and/or engineering
- Proficiency in Microsoft Outlook, Word, and Excel
- Strong interpersonal and communications skills
- Able to follow detailed directions to complete tasks
- Detail oriented and good organizational skills
- Ability to read and interpret drawings and schematics beneficial but not required

**Application Instructions:**

Interested candidates please send your cover letter and resume to [careers@parsolexinc.com](mailto:careers@parsolexinc.com)