

NetJets, Inc.

Job Description

Intern

SUMMARY

The intern is afforded a 10 to 12 week opportunity to explore NetJets' unique culture and business philosophy. He or she works directly with department leaders to support company initiatives, contribute to Company efficiency and provide recommendations for improvements. The intern is responsible for developing and monitoring personal goals and reports on learning objectives to department mentor(s) and leaders. Upon completion of the internship program, the intern will have developed excellent professional oral and written communication skills, expertise in prioritization and the ability to manage ambiguity.

KEY ROLES AND RESPONSIBILITIES

- Collaborate directly with a department mentor; set goals and monitor progress
- Manage and complete department assigned project(s) in a timely and effective manner
- Create and conduct professional presentations to Company leadership
- Establish working relationships with a variety of functional areas across the Company
- Support organization and department initiatives
- Develop an understanding of the NetJets operations, approach, methodology & tools
- Work both independently and as part of a team with professionals at all levels
- Exhibit a professional, business-like demeanor

Short-term shadowing/rotational opportunities and bi-weekly learning events across various functional areas available throughout the 10 to 12 week program

Support Functional Areas including (but not limited to) the following:

- Sales
- Marketing
- Crew Support
- Flight Operations
- Contracts
- Employee Services (Talent Acquisition, Compensation & Benefits, Labor & Employee Relations)
- Safety
- Training & Standards
- Compliance
- Crew Resource Planning

ESSENTIAL QUALIFICATIONS

High School Graduate

Course of Study/Major: Currently enrolled in a Undergraduate or Graduate program with an accredited University

Course(s) of study including (but not limited to): Business, Hospitality, Aviation Management, Meteorology, Aerospace Sciences, Engineering, Atmospheric Sciences, Pre-Law, Communications, Liberal Arts

Related Work Experience: 0-2 years

- Demonstrated Leadership skills
- Excellent Communication skills (oral, written, verbal)
- Aptitude and proficiency with computer software, particularly Microsoft Office Suite
- Strong initiative and motivation to achieve personal career goals
- Professional demeanor

DESIRABLE QUALIFICATIONS

Bachelor's Degree; Associate's Degree

Course of Study/Major: Currently enrolled in a Undergraduate or Graduate program with an accredited University

Course(s) of study including (but not limited to): Business, Hospitality, Aviation Management, Meteorology, Aerospace Sciences, Engineering, Atmospheric Sciences, Pre-Law, Communications, Liberal Arts

Work Experience: 2+ years experience

- Demonstrated Leadership skills
- Excellent Communication skills (oral, written, verbal)
- Aptitude and proficiency with computer software, particularly Microsoft Office Suite
- Strong initiative and motivation to achieve personal career goals
- Professional demeanor
- Business Aptitude

SCOPE OF POSITION

This position is an individual contributor and has no supervisory responsibilities.