

EqualLevel

eCommerce Software Support Services Internship

EqualLevel is the fastest growing provider of cloud-based, AI-driven procurement, and eCommerce applications to the public sector. EqualLevel provides an innovative procure-to-pay compliance platform that guides shoppers to all approved contracts and monitors shopping carts to ensure they never overpay. We simplify organization-wide purchasing with our patent-pending AI-powered marketplace. EqualLevel guarantees the fastest ROI with quick configuration, deployment, and adoption. We are seeking an intern to support our software development and testing, as well as various other implementation projects. The internship opportunity offers real-world 'hands-on' experience in a highly matured internet company that maintains an agile startup environment and encourages creativity and feedback from everyone involved. We are seeking a talented and ambitious professional to join our growing team. Many of our successful interns have transitioned to become full-time members of the EqualLevel family.

Responsibilities

- Contribute towards to Support Services Team's effort in reconciling and enhancing customer relationship data.
- Assist in identifying contracts utilized by current EqualLevel customers.
- Assist in establishing a contract directory with coop contracts available by sell-side suppliers and partners.
- Assist in outreach to sell-side suppliers and partners in obtaining latest catalog data.
- Assist in developing customer facing documentation including FAQs and scripts for video shorts.

All EqualLevel interns contribute as members of the team by continually looking for opportunities to improve our products and processes. Feedback is encouraged to drive new features and enhance existing functionality.

Internship Requirements

- Bachelor's degree candidate major(s): Computer Science, Engineering, Business Administration, or another similar field.
- Exceptional analytical and critical thinking skills with the ability to take on a task, formulate a plan of action, and deliver a complete result
- Ability to thoroughly document and produce reports and/or statistical data
- Excellent verbal and written communication skills to communicate with various internal teams
- Ability to work 20+ hours during semesters and full-time during summer and winter breaks

Nice to Have

- Understanding of Software Development Life Cycle (SDLC) or Agile methodology
- Understanding of Procurement Life Cycle
- Experience with Atlassian JIRA and Confluence or a similar tool
- Experience with HTML, CSS, JavaScript, XML, cXML



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- Experience with web design and UI design

Additional Information

Employment Type: Paid Internship

Internship Location: Remote or EqualLevel Rockville Office, 9201 Corporate Blvd, Suite 340, Rockville, MD 20852

Email résumé to info@equallevel.com to apply.



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