JOB PROSPECTUS FORM

To Global Job Center LLC.

1. 구인수요. 인원 (Number of openings) : (3)

2. 사업장 개요 (Business infomaiton)

사업장명 Company name	Pond & Company	국가/도시 Country/city	United States; Atlanta, GA
사업자등록번호 EIN Number	83-1055420	사업장주소 Address	3500 Parkway Lane, Peachtree Corners, GA 30092
사업분야 Business field	Engineering/Architecture	종업원수 Number of Employees	600

3. 근로조건 (Working Condition)

근무기간(Term)	12month	근무직종(Position)	Information Technology Intern (1-2) Accounting Intern (1-2)
근무시간(Working Hour)	40Hours / week	직무내용(Job description)	See Below
근무지역(location)	3500 Parkway Lane, Peachtree Corners, GA 30092	취업비자(Type of VISA)	J-1 VISA
급여수준(Stipend)	$ 0 /Month (hourly salary between $18-25/hr depending on experience)	고용형태(Type of employment)	Intern
휴가(Vacation)	0	기업복지(Welfare benefits)	Lunch,

4. 채용기준 및 채용 제한 사유, 채용시기

❏ 채용기준 (Recruitment Criteria) : Intermediate English Skill
❏ 채용예정일 (Expected date of employment) : March 2023 ~
❏ 채용제한 사유 (restricting employment) : VISA Disqualification

5. 기타사항

There is a demand for job openings in the future due to the above working conditions, so please actively cooperate so that job seekers suitable for the job can be hired

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Pond & Company
Job Description

Job Title: Information Technology Intern
Department: Information Technology
Reports To: Helpdesk Manager
Utilization Rate: 0
Approved Date:

SUMMARY
As an Information Technology Intern, you will be responsible for providing day-to-day support for IT operations. You will work closely with senior IT staff to learn and assist with troubleshooting, maintaining hardware and software systems, and providing technical assistance to system users.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Provide technical support to end-users (both remote and on-site)
- Troubleshoot hardware, software, and network issues
- Assist with the maintenance and deployment of IT equipment and software
- Assist with ongoing IT projects (e.g., system upgrades, network expansion)
- Maintain accurate documentation of IT assets and procedures
- Work collaboratively with other members of the IT team to ensure that technology services are delivered efficiently and effectively
- Install, configure, and maintain computer hardware, software, and peripherals
- Ensure the security and privacy of sensitive information and data
- Monitor and maintain IT systems and networks to ensure optimal performance and uptime
- Train end-users on the use of IT systems and applications
- Stay up-to-date with emerging trends and technologies in the field of IT to provide informed recommendations to the IT team.
- May be required to work after typical hours as project requirements and company needs dictate.
- Adhere to company policies and procedures.

Other duties may be assigned as company needs dictate. Management reserves the right to modify this job description at any time and at their discretion.

SAFETY STATEMENT
All employees are expected to comply with Pond's Health & Safety policy and all other applicable health and safety practices, programs, and procedures. Each employee should strive to meet and exceed Pond and client health and safety expectations in any given situation. Employees working on an assignment must successfully complete required health and safety training prior to carrying out duties related to the project. All employees should promptly report any incidents, accidents, and near incidents to either supervisor and/or Safety Manager followed by Human Resources. All employees must strive to establish a personal zero injury and accident goal. It is expected for each employee to inform a supervisor or instructor of any safety hazards or system deficiencies in the workplace. The completion of a hazard analysis for each project site or otherwise applicable task utilizing required controls and site-specific safety plans is required.

SUPERVISORY RESPONSIBILITIES
This position does not have supervisory responsibilities.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Currently enrolled in a Bachelor's degree (BS) in computer science or information technology from a four-year college, university or technical school; or equivalent combination of education and experience.

LANGUAGE SKILLS
Must be able to read, write and speak English. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers and management. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to senior management. Ability to communicate difficult/sensitive information tactfully.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism(formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

N/A

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position required the individual to use the computer working at a desk in either an office or cubicle; must be able to talk and hear, reach with hands and arms, lift up to 25 pounds, stand, sit and walk, must have close and color vision, use depth and peripheral vision, be able to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The typical noise level is moderate, business office with computers, printers and light traffic.   Occasional after hours work to perform system maintenance or address hardware/software failures may be required.

CODE OF ETHICS

All employees are expected to conduct business in accordance with the letter and spirit of relevant laws and refrain from dishonest or unethical conduct. Employees shall, during both working and nonworking hours, act in a manner which will inspire public trust in their integrity, impartiality and devotion to the best interests of the company, its customers and citizens.

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About the Position

We are seeking **Accounting Intern** to join our growing **Accounting Team** in **Atlanta, Ga.** The successful candidate would be mentored by our dynamic team of **Finance and Accounting** professionals while supporting/leading a range of multidisciplinary projects. The successful candidate would also interface with clients and support proposal development.

About Pond

Pond is an award-winning, full-service environmental, architecture, engineering, planning, and construction firm providing professional solutions to clients throughout the U.S. and globally for over 54 years. Pond's staff of 550+ professionals provide a deep bench of experience and the capabilities to offer customized solutions that help clients manage projects from concept to completion – and everything in between – with confidence and clarity. Pond is ranked as the 80th largest engineering and design firm by ENR, Atlanta's #1 engineering firm by Atlanta Business Chronicle, and the 2019 Employer of the Year by Georgia ACEC.

About Our Team

Our team of professionals are engaged in projects throughout the southeast, the nation, and the world and our existing client base includes transportation, oil and gas, renewables, government **(local, state, and federal)**, Department of Defense, private development, and water resources and restoration. The successful candidate would be an integral part of our growing team and would have the opportunity to engage across markets and geographies.

Qualifications:

- Must have interest and desire to learn about Accounting.
- **0** years of experience
- Proficient with relevant software such as **MicroSoft Suite, Excel and Quickbooks is a plus.**
- Ability to work well within a team environment, positive attitude, multi-task, and self-motivated to produce high quality work.
- Ability and desire to learn and grow professionally.
- At Pond, we are a collaborative, innovative team in an environment that fosters learning and professional growth. We believe that as you grow, we grow. You will have opportunities to broaden your knowledge and to put your skills to work in engaging, challenging, and diverse projects that make a positive impact on the communities in which we live and work.