Lakeshore Heating and Sheet Metal, LLC
249 East State Highway 310
Manitowoc, WI
920-683-3967
Contact: Jennifer Zipperer

Job Description: Filing papers, completing warranty claims, answering the business phone, scheduling appointments, preparing proposals. No experience required, training will be given. Pay begins at $9/hour increasing to $9.50 after three months.

Looking for someone who can work 15-20 hours/week. We are a 24/7 business so work times are available from 8:00 AM – 5:00 PM. Later hours are available if arranged with owner.

Additional Learning: Tax forms, payroll, insurance, accounts receivable/accounts payable.

Incentive: If you continue the internship in fall, additional hours and pay incentive will be offered, increasing the hourly rate to $10.50 to $15.50 depending on reviews.