

Diedre Moire Corporation, Inc

For more than 20 years, Diedre Moire has been a leading recruiter of technical professionals and senior executives, successfully filling thousands of positions for clients nationwide.

With affiliate offices throughout the United States and a wide range of recruiting specialists in almost every profession and industry, Diedre Moire is the ideal partner for the executive seeking to build a premier team and the professional looking to excel in his or her career.

Winner of many prestigious business awards, our reputation speaks for itself. Don't take our word for it, visit our testimonials and read the letters written by your mentors and peers.

We are experts at locating and securing rare talent and specialized professionals.



2008 Summer Intern Program

Contact: Jennifer Virgil at (609) 584-9000 ext 203 for details

Positions Available

- Search Lead Generator
- Data Collection
- Software Script Writer
- Book Researcher and Editor

Search Lead Generators

\$10/hr

Full Time 8:00AM to 5:00PM Mon thru Fri One hour for lunch

Direct Report: Stephen M. Reuning

Support Report: Jennifer Virgil

Position entails direct contact with managers and executives via the telephone by what are commonly called “cold calls”. Only those individuals who are confident in their ability to have introductory conversations with strangers should consider the Search Lead Generator position.

Responsibilities: Identifying key hiring influencers for positions listed on company career sites and other job aggregations on the Internet. Contact identified hiring influencers and gain permission to submit candidates for listed positions on a fee paid basis. Enter job descriptions into database.

Data Collection

\$7.50/hr

Part Time - Three hours per day - 9:00AM to 12:00NOON OR 1:30PM to 4:30 PM

Direct Report: Jennifer Virgil

Support Report: Stephen M. Reuning

Responsibilities: Uses internet search engines, contact aggregators and other data sources to collect targeted information on companies and individuals. Enters collected information into database records.

Software Script Writer

\$10/hr

Part Time - Three hours per day - 9:00AM to 12:00NOON OR 1:30PM to 4:30 PM

Direct Report: Nicole Bakos

Support Report: Stephen M. Reuning

Responsibilities: Programs specialty Internet data collection robots to visit specified websites and collect targeted data.

Book Researcher and Editor

Project Stipend to \$1,000

Direct Report: Stephen M. Reuning

Responsibilities: Shall help author produce second edition of book, Layperson's Guide to Pharmaceutical Development. Will edit grammar, conduct research, verify currentness of information, and write new passages. Includes By Line.

Environment

Positions are located in or offices located at Horizon Center in Robbinsville, NJ, near exit 7A on NJ turnpike.

We serve technical professionals, managers and high level executives who work for some of the world's largest and most prestigious companies like Pfizer, J&J, Merck, AIG, Chubb, etc. While a business suit is not required, smart casual dress is. Collared shirts or blouses, dress jeans or Khakis. No T-Shirts, or grimy jeans. And, yes trousers must be worn high enough to hide your boxer underwear and shirt tails go tucked in!

Interns work in a cubicle or open air office with a desk and 2-4 display extended desktop MS Windows Workstation connected to the Internet via T-1. A comfortable chair is provided too☺.

We have a kitchen & dining area which includes microwave, refrigerator and commercial espresso machine (for our Starbucks addicts). We also provide free healthy lunch & snack foods including Granola Bars, Dates, Nuts, Apples, Bananas, Yogurt and cereal.

Supervision & Expectations

Interns are assigned a Direct Report and a Support Report. Direct Reports provide assignments, direction and performance reviews. Support Reports advise, train and provide follow up support.

Our Intern Program provides students a chance to experience an upscale business environment where they have real responsibility, real work and real performance targets. Assignments are followed up on a daily and weekly basis and performance is measured. Interns are expected to focus and apply themselves to their given tasks. Those who are not serious about results will be excused from the program.

In addition to a great learning experience, we believe Summer Internships should be fun and exciting. Diedre Moire Corporation provides special learning events, luncheons and other activities.

We expect our interns to be safe and treated with respect. If treated inappropriately by any client, vendor, fellow intern, employee or other person involving Diedre Moire, Intern should immediately contact any of the following.

Stephen M. Reuning
President
Diedre Moire Corporation, Inc.
510 Horizon Center
Robbinsville, NJ 08691
(609) 584-9000 ext 202

Jennifer Virgil
Administrator
Diedre Moire Corporation, Inc.
510 Horizon Center
Robbinsville, NJ 08691
(609) 584-9000 ext 203

Mary Coogan, Esq.
Director of the Children's Legal Resource Center
Association for Children of New Jersey
35 Halsey Street
Newark, NJ 07102
(973) 643-3876

Acknowledgement of Receipt

Sign: _____ Date: _____

Print Name: _____