



Shari C. Hyman
Commissioner and Chair

SUMMER INTERNSHIP PROGRAM 2014
BIC-010 – General Services Unit

Darlene Martinez
Director of Human
Resources

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Agency Description:

The mission of BIC is to eliminate organized crime and other forms of corruption and criminality from the industries it regulates. BIC's goals are numerous: to ensure that the regulated businesses are able to compete fairly; marketplaces remain free from violence, fraud, rackets, and threats; make sure that customers receive fair treatment; and that businesses, which are allowed to operate in these industries, always conduct their affairs with honesty and integrity.

Unit Description:

The General Services Unit is responsible for managing and overseeing the maintenance of the agency's office facilities and the day-to-day operations, manage inventory control, salvage, and distribution of equipment.

Under the supervision of the Assistant Commissioner for Policy, Planning, and Operations, the unit is responsible for: overseeing and monitoring of all agency procurement activities; reviewing and approving all purchase requisitions; preparing solicitations, process bids, and awards; issuing purchase orders for agency's procurements.

Position Title:

General Services Intern

Internship Responsibilities:

The candidate will assist the unit director with various projects and assignments, including, but not limited to: reviewing and updating the internal control database; consolidating procurement files; reviewing and verifying actual spending; reconciling all payment vouchers and; identifying and resolving discrepancy to prepare for fiscal year-end closing.

Qualifications/Special Skills:

The General Services Intern should possess the following:

- Strong analytical skills.
- Strong attention to detail and creative thinking ability.
- Commitment to public service and ability to work with groups.
- Experience with MS Office Suite.

To participate in BIC's summer internship opportunities, students must currently be enrolled in high school or college.

Work Schedule:

20-25 hrs a week

To Apply:

Submit resume and cover letter indicating BIC-010-General Services Intern to: hresources@bic.nyc.gov.