



DELSEA REGIONAL SUMMER INTERNSHIP POSTING 2023

Company Name: CobbleStone Software

Contact Name: Elicia Neumann

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Company Address: 428 S White Horse Pike Lindenwold NJ 08021

INTERNSHIP INFORMATION

Job Title: **Data Legal Intern**

Job Description: CobbleStone Software is a fast-growing B2B legal/procurement software company. CobbleStone is searching for a Legal Data Entry Intern with experience preferable in the legal services industry who will lead customer facing activities, customer service, quality, customer activities, customer experience improvements, and related activities.

The duties of the position include, but not limited to:

- Legal data classification
- Great communications skills and task management skills;
- Requires great computer skills with MS Office, Word, Outlook Email, Outlook Calendar, business software;
- Assist legal team, coworkers, and client with clerical, and data entry;
- Assist in the preparation of regularly scheduled reports and filings;
- Learn CobbleStone software products;

Time: 9am-5pm

Workdays: Three and/or Five days a week

Work Weeks: Four or Seven Weeks (July 1th, 2023- August 25th, 2023)

Paid: Yes