



Now Hiring: Administrative Intern

Hardware-Specialties, Inc. — Greenville, NC

Hardware-Specialties, Inc. • 1823 Progress Road, Greenville, NC 27834

About the Opportunity

Hardware-Specialties, Inc. is a commercial door, frame, and hardware distributor serving the construction industry since 1976. We're looking for a dependable, organized Administrative Intern to join our Greenville office and support our Project Management team.

This is a paid, part-time internship built around your schedule — a great fit for a student or recent grad who wants real, hands-on experience in how construction projects get managed behind the scenes. No prior industry experience is needed; we'll teach you the rest.

What You'll Do

- Keep projects organized — filing, scanning, and maintaining job files, logs, and records (paper and electronic).
- Support our Project Managers with paperwork for submittals, purchase orders, and closeout documents.
- Enter and update information accurately in our spreadsheets and systems.
- Help with general office tasks — data entry, mail, phones, document prep, and keeping things running smoothly.
- Pitch in wherever the team needs an extra set of reliable hands.

What We're Looking For

- Dependable and punctual — you show up and follow through.
- Organized and detail-oriented — you keep paperwork straight.
- Comfortable with basic computer tasks and Microsoft Office (Word, Excel, Outlook).
- Professional, positive, and willing to learn.
- Currently in or recently finished high school, trade school, community college, or a degree program — or just eager to gain office and construction-administration experience.

What You'll Gain

- Real experience in construction administration, document control, and procurement support.
- A behind-the-scenes look at how a Division 8 distributor runs a project from start to finish.
- Mentorship from experienced Project Managers, estimators, and operations staff.
- Transferable office and professional skills — and, for a strong performer, a potential path to a full-time role.

The Details

- Paid, hourly, part-time — hours arranged around your availability.
- On-site at our Greenville, NC office (1823 Progress Road, Greenville, NC 27834).
- Reports to the Office / Operations Manager.

How to Apply

Send a brief résumé or a short note about yourself and your availability to Hardware-Specialties, Inc. We're happy to work around class schedules. We look forward to hearing from you.

Hardware-Specialties, Inc. is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other status protected by applicable law.