

Job Title: Operations Intern	Job Grade: Temporary Intern – Non-Exempt
Reports To: Purchasing Manager	
Purpose of the Job: The Operations Intern will be responsible for assisting the operations team in meeting both departmental and corporate objectives. This individual will have the opportunity to become an instrumental part of the daily supply chain activities, including reporting, analytics, purchase order creation and maintenance, pricing negotiations, and supplier management.	
Supervisory Responsibility: None.	
Job Responsibilities and Duties: <ul style="list-style-type: none"> • Support the Operations team on a daily basis • Access and navigate ERP and applicable applications • Participate in operational meetings • Assist with international supplier communications • Generate process and procedure documents for critical supply chain functions • Assist the International Supply Chain Manager with reporting of supply chain objectives and KPIs • Perform data collection, spreadsheet creation, and data analysis • Monitor goods throughout the international supply chain • Work with forecasting/inventory management team to minimize risk by predicting product demand • Other duties and projects as assigned 	
Education: <ul style="list-style-type: none"> • Current undergraduate or graduate student pursuing a degree in related field 	
Experience: <ul style="list-style-type: none"> • Proficient with Microsoft Office applications (Excel, Word, Outlook) 	
Key Competencies: <ul style="list-style-type: none"> • <u>Ethics, Integrity, Values:</u> Has values aligned with the company and acts accordingly. • <u>Problem-Solving:</u> Sees and is able to define problems. Investigates, assesses, and correctly identifies root causes. Proactively implements fixes and changes as needed. • <u>Time Management:</u> Capable of managing and prioritizing both everyday responsibilities and broad level, longer term objectives. • <u>Analytical Skills:</u> Interprets and digests complex information while summarizing key findings. • <u>Organizing Skills:</u> Plans and executes plans for events, tasks, or processes in an efficient manner. Able to manage multiple priorities. • <u>Project/Task Management:</u> Demonstrates the ability to work within timelines, company structures, and budgets for successful completion of assigned tasks or projects. • <u>Interpersonal Communication:</u> Relates well to people, verbally and in written form. • <u>Team Orientation:</u> Within team, fulfills own role and can be counted on. Steps up to assist others or support team as needed. • <u>Negotiation Skills:</u> Is comfortable bartering, asking for concessions directly while maintaining rapport. • <u>Results Focus:</u> Action Oriented. Exhibits commitment to goals and consistently delivers results. Holds self and others accountable for performance. • <u>Change Management/Continuous Improvement:</u> Ably envisions and recommends improvements. Guides team toward implementation of change initiatives 	
Physical and Working Environment: <p><u>Working Hours:</u> General office hours, typically 8:00 AM – 5:00 PM with flexibility for business and personal needs.</p> <p><u>Working Environment:</u> Work usually performed in an office setting and distribution center with noise level typical of most office environments with telephones, forklifts, personal interruptions, and background noises.</p> <p><u>Tools and Equipment Used:</u> Computer, tablet, e-mail, phone, and other standard office equipment.</p> <p><u>Travel:</u> No regular travel.</p> <p><u>Physical Demands:</u> Ability to lift and carry up to 40lbs on occasion; digital dexterity and hand/eye to operate equipment such as computer keyboard, calculator, and standard office equipment. Ability to effectively communicate with customers, suppliers, or employees remotely and in person; ability to travel by airplane or automobile.</p>	