QUIC INTERVIEW
FULL TIME CAREER JOB DESCRIPTIONS

Accounting:   AUDIT STAFF
             INTERNAL AUDITOR
             TAX ASSOCIATE

All majors:  CORPORATE STRATEGY ANALYST

Finance:     CORPORATE FINANCIAL ANALYST
             FINANCIAL LEADERSHIP DEVELOPMENT PROGRAM
             BANK ASSOCIATE LEADERSHIP PROGRAM

Human Resources:  HR GENERALIST

Information Systems: INFORMATION SYSTEMS DEVELOPMENT PROGRAM

Marketing:  MARKETING COORDINATOR
             SALES AND FIELD MARKETING REPRESENTATIVE

Operations: OPERATIONS DEVELOPMENT PROGRAM

Real Estate: REAL ESTATE INVESTMENT ANALYST

Logistics Management  SUPPLY CHAIN/TRANSPORTATION & LOGISTICS
                      COORDINATOR
AUDIT STAFF

Overview:
Our audit practice uses a methodology that transforms the audit process from a traditional compliance-driven function to a risk-based approach by creating a framework for auditors to assess how a client's business risks affect financial statements. This approach offers a more comprehensive view of how a client's unique risk environment affects its financial reporting.

Duties & Responsibilities:
- Develop an understanding of the our Company's audit approach, methodology & tools, and a deeper understanding of the strategic issues affecting a company’s operations
- Establish working relationships with client personnel
- Perform analytical review of audit documents
- Review client accounting and operating procedures and systems of internal control
- Identify accounting and auditing issues; perform research to solve issues that arise
- Exhibit a professional, business-like demeanor
- Prepare financial statement reports and documentation supporting our Company's audit opinions
- Apply concepts of risk assessment
- Design and perform tests of internal controls
- Provide recommendations for improved controls and enhanced business efficiency

Qualifications:
- Bachelor of Science/Business Administration or Master of Science in Accounting
- Must meet minimum requirements to sit for CPA exam before beginning full-time employment
- Relevant work experience (e.g. internships, summer positions, school jobs) desired
- Demonstrated leadership with strong verbal and written communication skills
- Problem solving and critical thinking skills
- Ability to prioritize tasks, work on multiple assignments, and manage ambiguity
- Ability to work both independently and as part of a team with professionals at all levels
- Willingness to travel for out-of-town engagements

NOTES and QUESTIONS to ask:
INTERNAL AUDITOR

Overview:
Conduct or assist in conducting reviews of assigned organizational and functional activities by performing an evaluation of the adequacy and effectiveness of management controls over those activities. Our internal auditors determine and report on, within the assigned audit segments, whether organizational units in the company are performing their accounting and operational control activities in compliance with prescribed management policies.

Duties & Responsibilities:
- Assist in establishing corporate policy in all SOX related matters by understanding and interpreting regulatory requirements related to SOX.
- Assist in the development of testing procedure & methods to reach an assessment as to the effectiveness of internal controls.
- Perform and document required independent testing of key controls and identify control gaps related to Sarbanes-Oxley. Perform process documentation for SOX. Liaise with Control Owners to perform key SOX controls.
- Prepare summaries of testing results and interface with Company’s independent auditors.
- Assist in the planning of financial and operational audits and conduct such audits.
- Prepare audit work papers in compliance with internal audit policies and IIA standards
- Evaluate audit observations and draft recommendations to improve policies, procedures, efficiency and controls. Follow up on recommendations to ensure they are implemented timely and effectively.
- Perform special investigations and projects as assigned.
- Assist in Committee presentations and other aspects of completing the audit plan.

Qualifications:
- Bachelor of Science/Business Administration or Master of Science in Accounting
- Ability to sit for the CPA exam preferred
- Relevant work experience (e.g. internships, summer positions, school jobs) is helpful
- Demonstrated leadership, problem solving, and strong verbal and written communication skills
- Ability to prioritize tasks, work on multiple assignments, and manage ambiguity
- Ability to work both independently and as part of a team with professionals at all levels
- Willingness and ability to travel (domestic and international) as required. Travel is variable both in frequency and duration and could approximate 40%.

NOTES and QUESTIONS to ask:
TAX ASSOCIATE

Overview:
Our associate program begins with a comprehensive TLS training course intended to acquaint associates with the office, its people, and procedures. Tax training bridges the gap between academic training and initial assignments and responsibilities. The course is instructed by members of our tax practice staff and includes case studies, practice exercises, communications modules and significant hands-on microcomputer practice. Upon completion of the tax training program, you will work with colleagues worldwide to serve clients.

Duties & Responsibilities:
As an associate in the tax practice at our company, your responsibilities will include:
- Advise company managers on the U.S. tax implications of their domestic operations to obtain an optimal tax minimization strategy;
- Understand the intricacies of tax regulations and their relationships to business;
- Help companies understand national, state and local, and international tax structures and align the tax function with business objectives.
- Concentrate your efforts on a variety of tax issues including acquisitions, IRS examinations and other transaction-based consulting projects;
- Become involved in significant tax planning issues and preparing and reviewing corporate tax returns;
- Be knowledgeable in Federal Tax compliance and planning;
- Develop an understanding of the firm’s service approach, lines of business, and professional requirements.

Qualifications:
- Bachelor’s degree with a concentration in accounting is preferred; specializations in finance or economics, with a strong accounting background, will be considered;
- Strong analytical skills;
- Excellent written/verbal communication skills;
- Demonstrated leadership skills;
- Excellent interpersonal abilities and the ability to work effectively with all levels of the organization from senior associates down;
- PC proficiency;

NOTES and QUESTIONS to ask:
CORPORATE STRATEGY ANALYST

Overview:
The position reports directly to the Director of Strategic Planning & Business. The Strategic Planning and Business Development Group serves as an internal consulting group, and as such the ability/desire to travel (on a project by project basis) both domestically and internationally is viewed favorably.

Duties & Responsibilities:
- Lead critical business analysis on key strategic issues
- Provide critical thinking and analytical capabilities to the SBD group and their customers (P&L leaders).
- Lead initial investigation of new business development opportunities, including: (1) Identify and evaluate potential candidates for investment, acquisition, or strategic partnership. (2) Provide analytical support for M&A activity through market, company, competitive, and valuation analysis throughout acquisition cycle.
- Perform planning activities in the areas of strategy formulation for business units, product-market strategy, and company-wide strategy.
- The candidate will be considered for MBA Program sponsorship (full time or through Executive Programs) after 18-24 months. Candidate’s performance will be evaluated against criteria critical to receiving consideration for sponsorship.
- The successful new hire will have the ability to consider opportunities in other locations (including Chicago, IL, Knoxville, TN, Seattle, WA along with International locations spanning the globe) as their career progresses.

Qualifications:
- BA/BS from a top-tier undergraduate institution preferably in Finance, Economics, Business Administration. Minimum GPA: 3.5/4.0.
- The candidate must have a track record of outstanding success relative to peers
- Demonstrated leadership skills and evidence of making a contribution to groups and projects
- Experience using strategic frameworks and analysis
- Experience in modeling abstract and ambiguous business problems
- Flexible, adaptable, willing to put in extra effort

NOTES and QUESTIONS to ask:
CORPORATE FINANCIAL ANALYST

Overview:
Our Corporate Financial Analyst supports a range of activities, including funding, fixed income investing, liquidity management, and interest rate risk hedging. The qualified individual will provide analytical and reporting support to managers responsible for each of the disciplines above.

Duties & Responsibilities:
- Assist and develop recommendations for execution strategy for corporate finance activities for our system, including issuing debt obligations and preferred stock, common stock and other securities. Administer outstanding securities including sinking funds, maturities, refinancings, etc.
- Support and complete analysis of financing alternatives, and assist in formulating financing plan for our system, including reviewing documentation.
- Support regulatory proceedings including completing cost of capital analysis and responding to data requests.
- Conduct analysis in support of negotiations and execution of bank facilities.
- Support and analyze interest rate, foreign exchange and other hedging transactions.
- Administer as necessary the financing requirements for the leasing program: Assess leasing requirements for assets; maintain contacts with prospective lessors; solicit bids for leasing equipment from lessors; evaluate leasing proposals; and oversee ongoing administration of all active leases.
- Providing updates to managers regarding the impact of market movements on funding, liquidity, and hedging.
- Analysis of suitable fixed income investment alternatives
- Evaluation of mortgage servicing rights and the appropriate hedging instruments

Qualifications:
Ideal candidates for the Corporate Finance Analyst position...
- Bachelor’s degree with a specialization in finance or economics, with a solid understanding of financial theory is strongly preferred
- Have a genuine interest in business
- Have a strong commitment to excellence and personal and professional growth
- Possess strong quantitative, analytical, writing skills, strong interpersonal skills, with the ability to communicate effectively.
- Have a strong record of leadership in a work setting and/or extracurricular activities.
- Proficiency in Excel, Access, and Word required
- Find problem solving exhilarating
- Are resourceful, responsible, patient, tenacious, informed, independent, confident and full of energy
FINANCIAL LEADERSHIP DEVELOPMENT PROGRAM

Overview:
The Financial Leadership Development Program (FLDP) prepares college graduates with majors in Accounting and Finance for financial management in our company. Each FLDP member spends two years in the program, during which time he or she can expect to complete approximately four or five separate professional work assignments. The rotations are within Financial Planning and Analysis, General Accounting and Manufacturing Accounting. They are carried out in a variety of work environments such as: corporate and division headquarters, plants and other operating environments. To jumpstart the program, chosen candidates will participate in a two-week training program at our headquarters. The goal of the program is to identify and develop our future Financial Managers.

Duties and Responsibilities:
- Request, consolidate, analyze, validate and report financial data while adhering to internal control standards
- Internally report monthly or quarterly financial results, including preparing presentations for senior management
- Forecast financial results for future periods and prepare future years’ budgets.
- Analyze client information, market data and competitor positioning for senior management
- Work on cross-functional teams in a range of businesses and disciplines
- Customer analysis and consulting
- Competitive and supplier analysis
- Business diagnostics and strategic and annual operating planning
- Pricing practices
- Assist with business development activities and capital investments

Qualifications:
- Demonstrate a solid grasp of business concepts, realistic judgment, and quantitative and critical thinking skills
- Maintain data integrity and accuracy and use data to identify and solve problems
- Plan, organize and prioritize multiple tasks within a defined time period
- Write and speak clearly, concisely and persuasively
- Model and describe leadership (integrity, drive, courage and initiative) in personal and professional experiences
- Preferred candidates are students graduating from a Bachelor's program with a concentration in Finance or Accounting

NOTES and QUESTIONS to ask:
BANK ASSOCIATE LEADERSHIP PROGRAM

Overview:
An 18- to 24-month program that introduces you to our organization’s culture, environment, and will familiarize you with our processes and systems. The Bank Associate Leadership Program consists of comprehensive on-the-job training supplemented by educational opportunities focused on banking, business, financial technology, leadership, and team-building skills. Up to five rotations, diverse in location and assignment, will give you a broad understanding of our infrastructure and help increase your technical and management skills. Following successful program completion, Bank Leadership Associates are prepared for placement in a Corporate Operations, Consumer and Commercial Loan Services, or Information Services position of impact within the Company.

Duties & Responsibilities:
Assignments will be in one of three paths within the Bank Associate Leadership Program.

- Corporate Operations participants will
  - Gain experience in staff supervision
  - Participate in quality and process-improvement initiatives
  - Learn and experience production/process management.

- Consumer and Commercial Loan Services participants will
  - Gain experience in production and project management
  - Become familiar with information services, applicable lines of business,
  - Learn organizational management and project methodology.

- Information Services participants will
  - Participate in classroom instruction
  - Work on challenging work assignments in corporate operations, consumer and commercial loan services and/or other applicable lines of business

The broad array of hands-on learning experiences offered throughout the leadership program provide a foundation for you to further your formal education, cultivate your skills sets, and expand your knowledge of the many challenging aspects of the financial industry.

Qualifications:
Defining strengths that successful candidates will have include:

- Bachelor's program with a concentration in Finance or Accounting,
- Proven leadership abilities in a variety of project and team experiences
- Excellent communication skills both verbal and written
- Effective at selling concepts and ideas
- Sound and balanced analytical thinking
- Team player with high initiative
- Ability to synthesize and communicate complex information
- Aptitude to make accurate judgments about a business’s financial position

NOTES and QUESTIONS to ask:
HR GENERALIST

Overview:
The Human Resources Development Program is designed to recruit, develop and retain high potential BA, BBA, and BS graduates who possess the human resource skills, motivation and mobility to develop into future Human Resources leaders. The program consists of three rotational assignments within the Human Resource function, each lasting 12 months. The rotations provide participants the opportunity to work in all facets of the HR organization and develop relationships with senior HR leaders. Each rotation will provide a different set of learning and developmental opportunities.

Duties and Responsibilities:
- Managing social media communications with job postings and current events
- Organizing compensation program components by organizing performance evaluations and benchmarking against competitor companies
- Recommend new approaches to continually improve the department’s established policy and procedures.
- Updating all employee record while keeping all data confidential
- Promoting and fostering diversity through talent acquisition and recruiting processes
- Supporting talent acquisition, management, compensation, and benefits departments as requested.

Qualifications:
- Pursuing a Bachelors in a relevant major such as: Human Resources, Industrial Labor Relations, Business, Organizational Studies, or Organizational Psychology
- Exceptional communication and interpersonal skills to build and maintain relationships in a culturally diverse environment
- Strong writing skills and presentation ability that will be important for interaction with senior business leaders
- Ability to manage multiple projects at one time in a fast paced work environment
- Knowledge of laws and regulations governing HR policies and procedures
- Demonstrated leadership skills and competencies
- Strong intellectual/analytical capabilities
- Flexible to relocation and travel needs throughout rotational assignments

NOTES and QUESTIONS to ask:
INFORMATION SYSTEMS DEVELOPMENT PROGRAM

Overview:
The Information Systems Development Program (ISDP) is designed to recruit, develop, and retain high potential individuals who possess the skills and motivation necessary to develop into IS professionals. The program will consist of two rotational assignments, each lasting approximately four months. Each assignment is designed to give the individual exposure to a broad range of work experience and will provide the individual the ability to develop a core skill set. The overall length of the development program will be eight months. Opportunities as an IS Application Analyst and IS Technical Analyst will be available to those participants successfully completing the Development Program. These positions serve the purpose of performing analysis, design, technology application, service management, and release testing/deployment activities associated with the implementation of IS products and services.

Duties & Responsibilities:
Based on the position (Application or Technical), the scope of responsibility may include participation in some or all of the following:

- Collection of business requirements for IS products and services; selection of technology products satisfying those requirements
- Mapping and/or configuration of hardware/software
- Justification and acquisition of hardware and software components ·Operation and support of production, test, and training environments ·Second level systems support
- Performance monitoring and tuning of production, test, and training environments
- Development, testing and on-going maintenance of Disaster Recovery Plans
- Managing vendor and partner relationships
- Business process design
- Development of software customization, conversions, and systems interfaces
- Development of testing plans and test data
- Development of standard reporting
- Systems testing, including testing of the integration of multiple IS products in a release package
- End user training

Qualifications:

- We are looking for results-oriented individuals who get involved in a tangible way and directly impact the success of our diversified groups of businesses.
- Successful candidates must possess strong communication skills
- Flexibility, adaptability, able to handle change
- Organizational and time-management skills
- Ability to work with third-party resources
- Capacity to work independently as well as within teams in a diverse work environment
- A BA or BS in Information Systems, business field, or related science is required.

NOTES and QUESTIONS to ask:
MARKETING COORDINATOR

Overview:
The Marketing Coordinator will work individually and/or within a team in the creation, production, tracking and on-going management of marketing initiatives in support of corporate sales and revenue goals.

Duties & Responsibilities:
- Organize and execute channel partner campaigns
- Create direct marketing campaigns, advertising and other customer communications
- Provide sales support materials (collateral, proposals, etc.)
- Participate in website development
- Plan and coordinate promotional events and media relations
- Conduct market research for new products, including the assessment of pricing and promotional strategies for existing products
- Monitor and report on product placement and sales
- Work to improve marketing budget management

Qualifications:
- Bachelor's Degree in Marketing, Journalism, Communications or a closely-related field
- Excellent writing and communication skills, including strong editing/proofreading abilities
- Excellent organizational skills and attention to detail
- Ability to juggle multiple tasks and competing demands simultaneously.
- Experience coordinating projects across multiple groups and levels within an organization
- Ability to work independently with consistent follow-through
- Experience facilitating meetings, discussions, and recording outcomes or pending actions
- Experience working with graphics programs (such as Photoshop, Quark, Illustrator, etc.) is a plus
- Basic knowledge of html and/or html-editors, such as Dreamweaver or Frontpage, preferred

NOTES and QUESTIONS to ask:
SALES AND FIELD MARKETING REPRESENTATIVE

Overview:
As a Sales & Field Marketing Representative, you will service our key accounts within an assigned territory and learn the fundamentals of our business, customers and product lines.

Duties and Responsibilities:
- Perform market planning, sales and service of division products to retail accounts.
- Demonstrate new and existing products, maintain listing and write orders.
- Create and manage in-store displays and promotions and perform other functions necessary to establish and maintain positive customer relations.
- Act as a business consultant to manage profit/loss centers.
- Seek, analyze and relay a variety of information about and from customers/prospects regarding sales potential of a line or specific items, consumer reaction to those items, price, margins, terms of sale, etc. to enhance competitive position.
- Develop relationships with all store personnel to maximize sales.
- Assess the needs of retailers and develop strategy to meet those needs for each customer within legal requirements, accepted sales practice and company policy.
- Participate in Event Marketing end-user programs such as trade shows, store openings and in-store events.

Qualifications:
- College graduates with a 4-year degree Marketing or related area seeking to learn and practice the trade of a consumer products-related business through a fast-paced, high energy, dynamic position.
- Must have a proven record of commitment, ambition and drive toward establishing and achieving goals.
- Must be able to work as part of a team and have demonstrated leadership ability.
- Excellent written and oral communication skills are essential to this position.
- Candidates must be willing to relocate anywhere in the continental United States.
- Must be able to handle rejection/downfalls with enthusiasm.
- Must have good people skills and must be comfortable reaching out to potential customers (cold calling).

NOTES and QUESTIONS to ask:
OPERATIONS DEVELOPMENT PROGRAM

Overview:
Our Development Program in Operations is a fast-paced set of courses that can turn you into a well-rounded, results-driven leader who is ready to move into a decision-making supervisory position. By gaining first-hand experience in our distribution centers, you’ll learn the necessary skills to manage our streamlined distribution process and help drive operational results and customer satisfaction. Our distribution centers and plants across the country will offer you hands-on experience to help you develop your skills in project management, business process improvement, and labor management. We encourage and coach all participants to achieve outstanding results by giving them challenging and rewarding responsibilities.

Duties & Responsibilities:
The Development Program in Operations lasts six months and offers rotations that concentrate on:
- Warehouse operations
- Inventory management
- Transportation
- Customer service
- Field sales
- Corporate operations
- Purchasing.
Additionally, throughout each rotation, you will gain exposure to competency development, role-specific training, and relationship building. Rotational opportunities are available throughout the United States and are based on company requirements. Each rotation will help you to develop, improve and supervise people, products and processes - all aimed at preparing you to be a more effective supervisor.

Qualifications:
The Operations Development Program primarily recruits Bachelor degree candidates in operations, logistics and transportation and supply chain majors who meet the following minimum requirements:
- An excellent academic record and career interest in Operations Management
- Relevant internship or work experience in supply chain management
- Strong leadership skills supervising and leading individuals
- Excellent communication skills
- Innovative problem solving skills
- Takes initiative
- Interest in a supervisory role in a diverse work environment
- Willingness to relocate and accept work assignments both within and outside the United States

NOTES and QUESTIONS to ask:
REAL ESTATE INVESTMENT ANALYST

Overview:
As part of our corporate financial investment division, we have an aggressive real estate investment area. This position will support two senior loan officers as a financial analyst in all aspects of producing mortgage loan investments in their respective territories.

Duties and Responsibilities:
- Analyze commercial real estate mortgage investment submissions.
- Independently produce discounted cash flow valuations and other financial analysis using established parameters and direction from loan officers.
- Prepare drafts of applications and investment committee presentations including limited negotiation of same.
- Gather, initially review and process information for internal appraisal, environmental and engineering studies.
- Develop capital requests to present to Corporate Real Estate for project approval.
- Interface with landlords on landlord responsibilities, common area maintenance issues and other store property-related issues.
- Work with landlords to negotiate lease renewals and obtaining additional renewal options.
- Work with in-house attorneys in the preparation, review, and finalization of legal documents.
- Develop and nurture working relationships with area developers, retail commercial brokers, and municipal officials.
- Travel as required (with loan officers and eventually independently) to inspect, analyze and negotiate commercial mortgage investments.

Qualifications:
- Working knowledge of commercial real estate investments including valuation and legal issues
- Strong analytical abilities
- Excellent PC skills including Excel, Word and discounted cash flow analysis (Argus preferred)
- Ability to interact professionally and independently with a wide variety of borrowers and mortgage bankers across the country
- Highly developed communication and presentation skills (both written and verbal)
- Strong organizational skills
- Ability to work on variety of projects simultaneously both independently and as part of a team
- Major in Finance, Real Estate, Accounting, or have 2+ years of commercial real estate experience during school breaks or while a student at the University. Must have strong negotiation skills in addition to a strong financial acumen.

NOTES and QUESTIONS to ask:
SUPPLY CHAIN / TRANSPORTATION & LOGISTICS COORDINATOR

Overview:
The logistics coordinator supports the Logistics Account Executive by coordinating the daily load activities by talking with carriers, customers, suppliers and vendors ensuring that goods are picked up and delivered on time.

Duties and Responsibilities:
- Acts a liaison between the manufacturer/supplier, trucking carrier and receiver
- Perform market analysis of vendor competitiveness, support analysis for contract negotiation and review, track vendor performance (on-time arrival, downtime, customer service, safety, etc.),
- Execute modal analysis (rail vs. marine vs. truck), analyze cost, risk, and service, analyze transportation asset utilization, optimize distribution networks,
- Communicates with the carrier during transport, from pick-up to delivery,
- Builds and maintains relationships with carriers,
- Maintains the spreadsheet of the Logistics Account Executive’s carrier information,
- Accurately enters and maintains up-to-date information on a continuous basis in the Dispatch Program,
- Works quickly to resolve problems that may develop on a load,
- Provides on-the-job training and direction for Logistics Account Executive Trainees,
- Negotiates rates with carriers within the parameters provided by the Logistics Account Executive

Qualifications:
- Strong work ethic, energetic, fast learner
- Self-directed with good problem solving skills
- Outstanding organizational skills, excellent time management skills, and ability to manage many activities at a time
- Ability to work in a fast paced environment with rapidly changing priorities
- Ability to work in teams in a diverse work environment
- Ability to work with minimal direction
- Ability to effectively train others
- Strong verbal communication skills – face to face, over the phone, and through email
- Able to simultaneously handle multiple phone lines
- Must be available to occasionally take calls during the evening and weekends, and work half days 1 Saturday per month.

NOTES and QUESTIONS to ask: