QUIC INTERVIEW

INTERNSHIP DESCRIPTIONS

Accounting: AUDIT INTERNSHIP
INTERNAL AUDITOR INTERNSHIP
FINANCE AND ACCOUNTING INTERNSHIP

Finance: FINANCE AND ACCOUNTING INTERNSHIP
CORPORATE FINANCE INTERNSHIP

Information Systems: TECHNOLOGY DEVELOPMENT INTERNSHIP

Human Resources: HUMAN RESOURCES INTERNSHIP

Marketing: MARKETING RESEARCH & PRODUCT DEVELOPMENT INTERNSHIP
SUMMER SALES & MARKETING INTERNSHIP

Operations: OPERATIONS INTERNSHIP

Real Estate: REAL ESTATE INTERNSHIP

Logistics Management: TRANSPORTATION & LOGISTICS INTERNSHIP
SUPPLY CHAIN INTERNSHIP
AUDIT INTERNSHIP

Overview:
Our Assurance practice helps ensure that the financial information our clients report to the public and other stakeholders is clear and reliable. Join our company and, during your 12 week internship, you can play a part in providing the assurance that the world's global capital markets need to operate effectively. Our Company’s Assurance teams go inside companies and get to know their businesses - and then ask questions, test assumptions, and provide assurance that the company is reporting information that investors and others can rely on. Our Company truly is all about our people - that's why we hire the best. We look for individuals who are ready to be challenged, to team with others in a diverse organization, to take responsibility for their personal growth, and to help our firm operate with the highest level of integrity in a complex environment. Our employees are dedicated to helping their clients and people excel.

Duties & Responsibilities:
Our Assurance business is dynamic and fast moving and involves working with clients that range from high potential startups to the global Fortune 500. Our professionals are constantly challenged to learn more so that they can provide our clients with the highest quality service. This learning takes place through interaction on the job with colleagues and clients, through formal training programs, and through the insights provided by mentors and coaches.

- Developing an understanding of our company’s audit approach
- Understand a client's business, the risks it faces, and its internal controls
- Establish work relationships with client personnel
- Assess the risk of material misstatement of the financial statements so that we design effective audit procedures
- Perform analytical review of audit documents
- Review client accounting and operating procedures and systems of internal control
- Identify accounting and audit issues, and perform required services
- Apply concepts of risk management
- Provide recommendations for improved controls and enhanced business efficiency

Qualifications:
We are looking primarily for Accounting majors (BS/BA, MA/MS or MBA). In addition candidates should:

- Have a client service orientation and have the ability to successfully interact with clients and company professionals
- Possess creative problem solving skills; detail oriented with the ability to understand complex processes
- Strong written and oral communication skills; able to give and receive feedback
- The ability to work effectively as part of a team, yet function well with independent responsibilities
- Able to assume leadership and accept responsibility
- Be highly motivated and interested in taking the initiative for their personal growth and development
- Excellent time-management skills; be able to prioritize and handle multiple tasks

NOTES and QUESTIONS to ask:
INTERNAL AUDITOR INTERNSHIP

Overview:
Twelve week internship assisting staff auditors in planning, performing, and reporting on financial and operational audits, under direction of the Internal Audit Manager. Interns benefit from exposure to all levels of company management, the daily operations of the company, and to our Big 4 public accountants. As an intern with our company, you will have the opportunity to interact with other interns and participate in tours, lectures and presentations that will increase your knowledge as well as develop your leadership skills.

Duties & Responsibilities:

- Auditors and interns will also be heavily involved in the audit testing required under the new Sarbanes/Oxley law.
- Project areas may include audit plan development, planning, and fieldwork. Assignments may also include testing the controls of Revenue, Cash Receipts, Accounting and Computer Systems, Payroll, Purchasing & Expenditures, Inventory, etc., plus other projects.
- Assist in writing summary reports to management after each audit performed, including their conclusion and any recommendations for improvements to procedures and controls.
- Leadership:
  - Prepare and present on designated topics at staff meetings.
  - Take leadership roles on smaller assignments.
- Relationship Development:
  - Maintain active dialogue with field and Corporate personnel to serve as an internal consultant, develop new ideas for future projects and promote the utility of the department.
  - Work proactively with internal customers to ensure audit recommendations are implemented timely.
- Personal Development:
  - Continued enhancement of skill sets, including successful completion of an agreed training and development program.
  - Develop knowledge of our business strategies and overall business acumen

Qualifications:
- Must be highly motivated, take initiative, and work professionally with and without supervision
- Strong accounting, analytical skills and research aptitude required
- Ability to prioritize tasks, work on multiple assignments, and manage ambiguity
- Problem solving skills and the ability to analyze current practices for compliance with regulations
- Strong communication and leadership skills
- Ability to work both independently and as part of a team with professionals at all levels
- Willingness to travel around the state for some assignments

Revised 7/25/2014
V:CS/Undergraduate/QUIC/Job descriptions/Internship QI job descriptions revised summer 2014
FINANCE AND ACCOUNTING INTERNSHIP

Overview:
Our Finance & Accounting internship offers you the opportunity to experience a breadth of assignments as well as the flexibility to meet your individual career objectives as we work together to build our businesses. Finance & Accounting is unique since we work across every area of the business, both domestically and globally. Our role is to provide leadership to business decision making as well as manage the company’s financial and accounting affairs to maximize long-term profits, cash flow, and return on investment. Our intern assignments are real finance and/or accounting work designed to allow you to experience, first-hand, the type of work we do. As an intern, you can make an impact on the business as well as continue to build your analytical, technical and leadership skills.

Duties & Responsibilities:
- You’ll have an individualized work plan that will guide you throughout the summer and you’ll get coaching from your immediate manager throughout your internship.
- Your assignment could be in one of our Global Business Units, as well as our Marketing Development Organization, Global Business Services, and all Corporate Functions including the Tax Department. Locations could be at our Global headquarters or at one of our other business locations across the U.S.
- Actively participate in assigned audits that review procedures and controls over financial and operating systems to ensure the company is effectively utilizing and controlling its assets.
- Spend time interviewing process owners and performing audit of selected areas of the business in order to evaluate the efficiency and effectiveness of the operation’s internal controls, including those related to Sarbanes-Oxley.
- Assist in the drafting of exceptions, including developing recommendations for corrective action, for inclusion in the closing report for management.
- Work on corporate finance, treasury operations, financial risk, international treasury, investments, and risk management. The primary responsibilities include management of the ratings agencies and bank relationships, and development and maintenance of the capital structure.

Qualifications:
A solid background in Finance and/or Accounting along with demonstrated leadership ability is required for those interested.

- Confidence and mental agility, with strong analytical and quantitative skills
- Strong social skills and professionalism required to build and develop long-term relationships with senior level clients
- Solid team attitude: able to lead and to follow in order to achieve goals
- The stamina, flexibility, and commitment needed to deliver accurate work under deadline pressure
- High level of motivation and ability to deal imaginatively and effectively with fast-changing developments
- Demonstrated organizational and time management as well as communication skills

NOTES and QUESTIONS to ask:
Revised 7/25/2014
V:CS/Undergraduate/QUIC/Job descriptions/Internship QI job descriptions revised summer 2014
CORPORATE FINANCE INTERNSHIP

Overview:
Our finance department consists of corporate finance, treasury operations, financial risk, international treasury, investments, and risk management. This internship could work in one or more different areas within the company. Potential project areas include cash management including cash flow, investing, and short term borrowing; corporate finance including transaction and project management, M&A activities and share repurchase; and/or financial risk including strategy, domestic and international market analysis.

Duties & Responsibilities:
• Communicate with a large network of banks in order to development and maintain the capital structure
• Manage the company’s cash flow, interest expense, and short-term investment portfolio.
• Design and execute the company’s hedging strategy as it relates to foreign exchange and interest rate exposure.
• Manage the international capital structure, and work on various initiatives concerning international cash.
• Manage the investment of the company’s core cash; advise the company regarding investment choices for the various benefit plans.
• Maintain adequate insurance coverage on the company’s assets.

Qualifications:
• Strong financial and mathematical analysis skills
• Overall analytical aptitude and excellent problem solving skills
• Excellent time-management skills and comfort working simultaneously on a broad range of projects
• Capable of supporting peak demands for time on special projects
• Prior experience in using software platforms to reconcile accounts and perform monthly statement reviews.
• Strong written and verbal communication skills needed
• High level of confidence while ensuring accuracy of work materials.

NOTES and QUESTIONS to ask:
TECHNOLOGY DEVELOPMENT INTERNSHIP

Overview:

This internship program effectively combines on-the-job training with company sponsored classroom education. Time will be spent on specific project assignments, with exposure to a variety of technology and business experiences that will help you prepare for an IT position. This internship is flexible and can be 12 to 24 weeks in length. As an intern, you’ll work on a wide range of projects while attending frequent educational seminars. You'll gain exposure to different technology areas through varied project assignments for a three to six month time frame. Throughout the program, you'll have the opportunity to meet with key IT and business executives and to attend a series of workshops and seminars on business and professional development.

Duties & Responsibilities:
The IT Intern may have the opportunity to work on projects in the following areas:

- Business Process design
- Collection and satisfaction of business requirements for I.S. products and services
- Global SAP Implementation
- External Web presence
- Architecture
- Security & Controls
- End user training and second level systems report
- Development of testing plans, test data and standard reporting

You can expect:
- Feedback on your performance throughout the program
- Peer interaction and networking
- Individual coaching with our manager, mentor and TDP Manager.

Qualifications:

We are seeking:

- **Results-oriented** individual who gets involved in a tangible way and directly impacts the success of our diversified groups of businesses.
- **Project management** skills including time management, goal setting, meeting deadlines, setting priorities, multitasking
- **Team-focused** individual who can both lead a team or be a contributing to a team while also being about to work independently
- Strong **communication** skills including the ability to explain complex ideas effectively
- Flexible individual who can **adapt to change**
- Working towards the successful completion of an undergraduate degree in Information Systems, Computer Science, or Related Science is required.
- Strong academic and **personal achievement**, as evidenced by a minimum GPA of 3.0 / 4.0.

NOTES and QUESTIONS to ask:
HUMAN RESOURCES INTERNSHIP

Overview:
As a Human Resources Intern, you will be assigned to projects in one or more of the following areas: Compensation, Talent Acquisition, Benefits, Human Resources Information Systems, and Generalist support. The Intern projects are designed to rapidly expand your skill set as well as provide you with a broad perspective of Human Resources.

Duties and Responsibilities

- Help identify and recruit new talent through use of social media
- Review Compensation and Benefits strategies to ensure that current strategies are helping attract and retain talented people, while also meeting business needs
- Benchmark compensation strategies and structures to several other companies of similar size or industry
- Support the call center unit with incoming questions regarding time off, pay, benefits, and promotional opportunities
- Assist with new-hire orientations or on-site training
- Coordinate and schedule employee events in order to encourage sociability within the organization
- Facilitate and manage the employee review process while imputing feedback into HR information systems
- Support each HR unit with administrative functions including processing employee paperwork, filing confidential information, imputing employee data, and assisting in meetings or conference calls.

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
- Strong organizational skills
- Demonstrated leadership skills and competencies
- Strong intellectual/analytical capabilities while paying attention to detail
- Strong problem solving and negotiating skills

NOTES and QUESTIONS to ask:
MARKETING RESEARCH & PRODUCT DEVELOPMENT INTERNSHIP

Overview:
We are a company who has always relied on innovative products as well as innovative approaches to business. That demands unique and dynamic environment focused on: stretching to reach the breakthrough goal, innovative ideas and visionary leadership, and increasing the speed with which we make decisions to get our products into the hands of consumers. We make new products come to life by being the bridge between products and the consumer. We interact and understand what consumers want, then create concepts, products, processes & packaging that meets or exceeds their needs better than anyone else.

Duties & Responsibilities:

- Consult with internal clients
- Contribute to the design, plan and execution of research projects
- Individual research to provide information sources to upper management regarding vendors and methodologies
- Questionnaire/survey development, data analysis, and report writing
- Create presentations for a senior market research executive to assist in determining client needs

Qualifications:

- Effective professional oral and written communication skill; excellent public speaking skills
- Ability to build working relationships with the research team and internal clients
- Well-developed mathematical, statistical, and analytical skills
- Able to analyze data, draw conclusions, create solutions and methodologies and implement them
- A proven record of success through goal setting and managing action steps
- Knowledge of Qualtrics or other survey software a plus

NOTES and QUESTIONS to ask:
SUMMER SALES & MARKETING INTERNSHIP

Overview:

As a Summer Sales & Marketing Intern, you will spend 12 weeks in our Field Sales department, working within a District Sales Team. In this internship, you will work directly with our Sales team to gain an overview of the sales process and have the opportunity to directly contribute to our organization by identifying consumer and market opportunities. This program is an outstanding opportunity to learn more about the company and a career in sales. The contributions of our Summer Sales Interns are very valuable and put into use. At the end of your summer internship, you will be considered for a full-time employment offer from our company to begin upon graduation.

Duties and Responsibilities:

- Plan, set-up, and implement product demonstrations to potential customers
- Participate in strategy meetings involving competitive analysis, financial qualification, and sales techniques
- Accompany the Territory Sales Managers as they visit their retail accounts
- Participate in Event Marketing end-user programs such as trade shows, store openings and in-store events
- Prepare an analysis and presentation on a real, local business challenge

Qualifications:

- strong interest in pursuing a career in sales
- ability to communicate ideas that influence others
- ability to work effectively and professionally with customers and other employees
- ability to plan the use of time and resources efficiently
- ability to apply and enhance the company’s abilities to evaluate information
- ability to produce innovative, quality results
- ability to understand own impact on the organization
- strong work ethic
- exceptional verbal and written communication skills (face to face and phone)
- energetic, enthusiastic and able to handle rejection/set-backs
- resourceful in overcoming challenges and obstacles

NOTES and QUESTIONS to ask:
OPERATIONS INTERNSHIP

Overview:
The Operations Management Assistant Intern program is designed to provide the individual with an opportunity to learn as much as possible in a limited time span about our production operations function. The individual will also receive an orientation to the total plant facility operation at their location, and an overview of our supply chain & technology organization and the total company. (Interns will be assigned to work in one of our facilities across the country.) The operations function provides support to Marketing, Sales and Distribution in the areas of planning, transportation, customer service and warehousing. This involves managing inventory levels, ingredient and material requirements, transportation operations, and personnel systems, as well as planning production schedules and distribution patterns. The Intern may also be assigned one or more projects involving various subject matters.

Duties & Responsibilities:
The OMA Intern will have exposure to similar experiences assigned to a full-time Operations Management Assistant (OMA), including one or more of the following responsibilities:

• Ordering ingredients and packaging material to support plant production schedule
• Managing inventory of ingredient/material, ensure proper rotation and inventory turns
• Developing a logistic flow of packaging materials that supports marketing plans
• Playing a liaison role between plant operations and headquarters planning
• Tracking key indicators of performance in meeting customers requirements
• Providing primary customer service support to customer service facilities and customers

At the completion of the internship, the intern will receive a formal evaluation of his/her contributions and performance. Interns will also get the opportunity to present their accomplishments to leaders of the operations function during a wrap-up event at our headquarters toward the end of the internship.

Qualifications:

• Sophomore or Junior with a major in Transportation, Logistics, Supply Chain Management, or Operations Management
• Leadership including leading innovation, energizing and developing people, delivering outstanding results
• Integrity, accountability, assuming responsibility for success
• Analytical skills to resolve problems and think creatively
• Verbal and written communication skills
• Organizational skills to prioritize and plan work, multi-task, and meet schedules
• Adaptable and flexible; able to think quickly in stress situations

NOTES and QUESTIONS to ask:
REAL ESTATE INTERNSHIP

Overview:
We are seeking an intelligent and self-motivated student for a 12 week Summer Real Estate Internship Program. The program is designed to give the candidate an exposure to a variety of real estate services and practices.

Duties and Responsibilities:
The successful candidate will have the opportunity to apply current coursework theory and knowledge to ongoing projects and gain valuable real estate job experience in the following areas:

- Evaluation of potential property acquisitions using the Multiple Listing Service
- Tracking purchase negotiations and analyzing market trends
- Tracking real estate inventory data and producing weekly summary reports
- Researching property transactions to find customer leads
- Spreadsheet maintenance and manipulation (requires excellent Microsoft Excel skills)
- Manage the company social media posts
- Create & manage online marketing campaigns advertising properties for sale or rent
- Create & manage online marketing campaigns advertising the funding company
- Use data compiling software to create mailing lists of potential home sellers or potential investment funding customers
- Use the mail merge function within excel and word to create direct mail campaigns
- Clerical work for ongoing business operations
- Student will have opportunity to expand role over time

Job Requirements:

- Qualified internship candidates have completed their sophomore year of college; junior or senior preferred
- Possession of solid academic achievement (3.0 GPA or higher) is desired.
- Strong analytical and logical reasoning skills
- Ability to work independently with minimal supervision
- Proficiency with basic Microsoft Office Suite (Word, Excel, and PowerPoint)
- Involvement in student activities and/or some work experience.
- Must have basic office skills including: the ability to perform basic math, operate a calculator, be able to operate standard office equipment, and be able to create/maintain filing systems
- Superb communication skills and professional demeanor and be able to interact with all levels of employees. Ideal candidate has a positive attitude.
- Must have organization and planning skills; the ability to work in a fast-paced environment; and have the ability to juggle multiple priorities.
- Excellent attention to detail.
- Ability to maintain strict confidentiality

NOTES and QUESTIONS to ask:
TRANSPORTATION & LOGISTICS INTERNSHIP

Overview:
As a transportation and logistics intern, you will have the opportunity to work for a Fortune 500 company over a six-month period. Interns contribute to the success of our company by applying business and analytical skills to our logistics area. Interns will go through a 3-week intensive training program to prepare them for their assignments. During the internship, interns will learn about the company, meet top executives, and participate in numerous events as part of our established internship program.

Duties & Responsibilities:

- Study, recommend, and implement improved logistics practices
- Generate SAP reports to assist the transportation hubs with fleet management, rail tracking, and inventory management
- Develop spreadsheets or database applications (Access) to perform various equipment tracking or performance metric collection and reporting
- Test new software implementations and version upgrades
- Document various policies, systems, procedures
- Utilize project management software to identify, sequence, and track task status.
- Assist in financial and cost analysis efforts
- Each intern will also work on a significant project in pursuit of solving a problem or simplifying a process and present the results of the project to senior management at the end of the internship

Qualifications:

- Junior or senior enrolled in Supply Chain or Logistics Management+
- Strong organizational skills
- A high level of enthusiasm for the purchasing/logistics profession
- Excellent interpersonal communication skills
- A high level of maturity, and a strong willingness to learn
- An excellent academic record
- Relevant course work in transportation and logistics
- Strong communication and teamwork skills in diverse teams
- Problem solving and analytical skills
- Proven leadership abilities even in the face of conflict
- Ability to work independently
- Knowledge of SAP preferred but not required
- Previous internship experience a plus

NOTES and QUESTIONS to ask:
SUPPLY CHAIN INTERNSHIP

Overview:
We are seeking to recruit supply chain managers of the future. To facilitate development into management roles, employees receive a variety of work assignments and exposure to multiple aspects of our supply chain operations.

Supply Chain Duties, Responsibilities, and Work Assignments:
- Communicate with suppliers on order status and price quotes, manages open order reports, and create purchase orders. Intern will also perform SAP contract entry and reporting queries in order to analyze inconsistencies.
- Research and process all potentially obsolete inventory, investigate and correct negative inventories and discrepancies; plan for materials and order materials to support the projection planning. Position requires daily work in SAP and Interspec.
- Work closely with quality specifications, including regulatory requirements. Work will also include gathering data to support assumptions to move projects forward and designing data architectures to support the projects.
- Provide assistance with the execution of best practice Customer Support and Distribution projects and gather data to support assumptions to move projects forward. Work with internal contacts as well as outside representatives to gain required knowledge around business processes impacting the project designs.
- Identify critical inventory issues, evaluate trade-off of cost and service to customers’ satisfaction, and communicate resolutions with internal customers. Also assist with management of finished goods and dependent demand to meet inventory investment policy guidelines.

Qualifications:
- Seeking highly motivated individuals with a demonstrated record of academic excellence who are interested in developing a career in supply chain management
- Demonstrated commitment to exceptional standards of performance and productivity,
- Effective team worker with willingness to embrace new ideas and learn continuously.
- Strong communication abilities
- Leadership skills that move projects and teams to success
- Problem solving and critical analysis skills with the ability to communicate to diverse populations
- Flexible with ability to work in any of the following locations: Connecticut, North Carolina, Georgia, Illinois, Indiana, Pennsylvania, Arkansas, California, Kentucky, Virginia, Maryland, Tennessee, Missouri, Kansas, New Jersey, Puerto Rico.

NOTES and QUESTIONS to ask: