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: