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# Example of Intern Logistics Job Description

Our growing company is looking to fill the role of intern logistics. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for intern logistics

* Verify shipment and packing information on warehouse floor when needed
* Help to resolve Return, Repair and problem PO's (error log)
* File all paperwork in appropriate files in defined timeframe
* Monitor material allocation within the FAST warehouse, maintaining a cycle inventory count of 100%
* Resolve inventory discrepancy problems
* In coordination with the Buyers, process financial liability investigation of property damage/loss reports and claims with freight carriers for export/import shipments
* Become competent back up for Team members to ensure balanced work load
* Records, analyzes and evaluates issues affecting the timely delivery of parts and inventory levels
* Standardized Work Documentation - Prepare and document the work analysis into standard templates
* Sourcing Project Work Presentation- The sourcing project work will be reviewed and presented to Team Members and Managers to ensure that the organization understands the outcomes

## Qualifications for intern logistics

* Works cross-functionally and with external partners
* Pursuing a Bachelor’s degree in supply chain management or related business discipline
* Supply Chain Management or Business Administration
* Cantonese (if applicable)
* With strong communication skills and a pro-active mindset
* Presents a positive attitude towards work