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# Example of Intern Logistics Job Description

Our growing company is searching for experienced candidates for the position of intern logistics. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for intern logistics

* Reduce clearance delays
* Improve warehouse management and workflow
* Learn the aspects of a Corporate supply chain department
* Assist in analyzing reports and data pertaining to the Supply Chain Department
* Help to verify parts availability for new launches and coordinate purchase orders with appropriate product manager/ Warehouse to secure parts availability prior to machine launch
* Help to support Handle back orders activities
* Prepare reports for related projects and programs
* Monitor, track and report on transportation metrics on weekly, monthly, quarterly basis
* Run reports and metrics to accurately measure performance vs
* Help Analysts to manage and optimize the movement and placement of oil within the Safety-Kleen system, coordinating activities with Fleet, Terminal Operations and Refineries

## Qualifications for intern logistics

* Applicants should be interested in pursuing a professional career in Logistics and/or Purchasing
* Microsoft Office tool knowledge
* Be pursuing a Bachelor's or Associate's degree in Supply Chain, Logistics, Engineering, Business or related, having completed major coursework in Supply Chain/Logistics
* Previous manufacturing experience or internship a plus
* Be able to work at least 20 hours per week within a 8 am to 5 pm Monday - Friday work period
* May be required to work limited evening/weekend hours, if demand arises