Downloaded from <https://www.velvetjobs.com/job-descriptions/internship-operations>

# Example of Internship Operations Job Description

Our company is hiring for an internship operations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for internship operations

* Hands on Operations experience by training in all functions at the Renton Distribution Center
* Work with all North American PDC Managers and the Operations team to complete a Dealer Survey on our operational performance
* Standard Package Quantities (SPQ) to reduce labor costs, and increase sales
* Help support the PPD Quality department by performing daily duties to ensure questions are resolved in a timely manner
* Investigate people, processes and technology and present strategies to senior management via research papers, presentations and visualizations
* Create competitor analysis covering topics such as websites, catalogs, operations
* Assist with the maintenance of proper filing system for Operations (finance, administration and human resources records and documents)
* Assist in planning and implementing Operations initiatives
* Assist the Operations team with information flow in the office and maintain a follow up matrix on activities and outstanding actions and general correspondence, including electronic filing and administration
* Improve the Mix Center manufacturing process

## Qualifications for internship operations

* Must be a current student at Ed White High School
* Undergrad with strong academic performance
* Major in related disciplines such as Mechanical Engineering
* Currently enrolled, returning or recent college graduate in operations or related field
* Must be eligible to receive course credit for an unpaid internship and show proof of said credit
* This internship is open to Senior-status Information Technology / Computer / Business / Liberal Arts majors only