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# Example of Manufacturing Intern Job Description

Our company is growing rapidly and is looking for a manufacturing intern. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for manufacturing intern

* Assembles and installs simple laboratory equipment, experimental or commercial apparatus
* May operates lab and experimental equipment and collects data
* Cleans, adjusts and replaces parts on lab and experimental equipment
* May set up and check out routine experiments and tests according to pre-arranged procedures, records experimental data
* Help maintain work area in an orderly condition by returning tools, equipment and materials to storage areas
* Responsible for assisting and/or performing the set up and fabrication of simple, routine machined parts utilizing light-duty machine tools and equipment
* Assists and/or operates basic drill presses, lathes, mills, saws and shears
* Cleans machines and work area
* Maintains oil and coolant levels in the machines
* Performs kitting of production tools, fixtures, cutters and pre-cut raw material

## Qualifications for manufacturing intern

* Pursuing a bachelor’s degree in business (Operations or Supply Chain Management preferred) or engineering (Industrial, Manufacturing, Mechanical or Plastics preferred)
* Enrolled in manufacturing / technology certificate based program
* Familiar with manufacturing equipment and lean manufacturing principles
* Capable of manually lifting 25 lbs
* Strong communication and interpersonal skills required to work in a project / team environment
* Safe handling operation of hand power tools including drills, screwdrivers