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# Example of Manufacturing Intern Job Description

Our innovative and growing company is looking to fill the role of manufacturing intern. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manufacturing intern

* Write Notification bulletins for production area communication regarding warranty issues
* Assist with warranty return root cause analysis
* Generate warranty tracking reports / charts
* Write work instructions
* Conduct time studies and present recommendations based on findings
* Complete assigned project to improve, quality, process or manufacturability of product
* Analyze production and trial data to support improvements in quality, process or manufacturability of product
* Create and maintain accurate documentation of tool drawings, design concepts, shop orders, and concepts in accordance with the R&D and quality assurance functions
* Ascertain standard labor rates for a multitude of operations and part configurations via labor log analysis or job shadowing where necessary with a focus on time studies
* Update the electronic routing system to reflect new rates, correct routing sequences and evaluate accuracy of the electronic routers against production work instructions

## Qualifications for manufacturing intern

* Experience working with Trackwise is desirable
* Technical writing experience is required (academic writing is acceptable)
* General understanding of cGMP requirements
* Current engineering student enrolled in an Engineering or Engineering Technology Program
* 0-2 years experience using Solidworks, spreadsheets, word processing, or the equivalent in specialized software
* Must demonstrate exceptional written and verbal communications skills, be proficient in the use of PC, internet, intranet and electronic office applications