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# Example of Supply Chain Intern Job Description

Our growing company is hiring for a supply chain intern. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for supply chain intern

* Provide assistance to commodity managers and/or buyers with click 4 suppliers qualification related topics qualification status
* Maintain list/report of qualified suppliers, requester, status
* Understanding of the steel supplier and automotive supply chain
* Analysis of customer demand management
* Order fulfillment and production facility loading
* Report design and distribution
* Interview the planners to understand planning process for OPS
* Organize and map different Supply chains for different product segments
* Document end-to-end processes for planning playbook
* Document operational processes to manage Direct/MPS (Manage Print Services) business

## Qualifications for supply chain intern

* Currently pursuing an undergraduate Engineering, Business or Supply Chain degree at an accredited college/university, Junior and Senior level students preferred
* Some knowledge of Supply Chain and / or Purchasing
* Some knowledge of Manufacturing
* MBA (Engineering, Supply Chain, Industrial or Business Management)
* The employee is required to interact with a computer, and communicate with peers and co-workers
* Able to lift 25 pounds, Extended periods of time doing computer-based work