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# Example of Supply Chain Intern Job Description

Our company is hiring for a supply chain 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 supply chain intern

* Other duties or special projects as assigned by management
* Perform Risk Assessments on Supply Chain tasks, plant and equipment
* Develop Safe Work Procedures (SWPs) based on Risk Assessments
* Monitor and administer HSE audits, inspections, maintenance items, hazard identification, Job Safety Observations and corrective actions
* Attend and minute HSE-related meetings
* Ensure all documentation is current and relevant
* Review and assess current Supply Chain processes against Corporate and South pacific HSE policies and procedures
* Maintain training, license and competency register
* Provide weekly status updates on HSE KPIs and improvement projects
* Provide assistance to the Distribution Center, Sample Service Center, and the Materials Department as needed

## Qualifications for supply chain intern

* The ability to learn computer systems, including SAP, SmartOps and Business Warehouse
* Familiarity with Microsoft Office and Google Enterprise products
* Strong ability to multi-task and communicate effectively required
* Comfortable working in team environment required
* Experience with ERP systems, preferably SAP required
* Understand Microsoft Access