



# Example of Supply Chain Intern Job Description

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Our innovative and growing company is hiring for a supply chain intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for supply chain intern

- Ensures that all instructions on the Bill of Ladings are carried out in each shipment
- Accurately checks all incoming raw materials and supplies before signing receiving slip
- Must ensure that all incoming ingredients are on the Approved Ingredient List and are appropriately labeled with Kosher emblems
- Cooperates with management and office personnel in accounting for production and shipments and helps take inventory as needed
- Investigates and documents accidents thoroughly and timely (as soon as possible on the same day it occurs.)
- Work closely with the Human Resources department in promoting safety and helps during safety meetings
- Coordinates shipping and receiving activities with floor personnel, quality control personnel and forklift drivers
- Makes sure shipments are accurate before loading onto trucks
- Makes suggestions to processing supervisors to improve efficiency
- Must follow OSHA required regulations when driving a forklift

## Qualifications for supply chain intern

- Implements established test plans for existing designs, including validation of tolerances, form/fit/function, shock and

- Must have completed at least one (1) semester of college or university curriculum and be currently enrolled toward a degree in business or logistics
- Must be currently enrolled in an accredited college/university, preferably with a focus on Supply Chain, maintaining a minimum overall GPA of 3.0+ (required), with a graduation date that is December 2017 or later (ideally Juniors or Seniors)
- Information Systems & Business Process