

## **VISION EASE Job Description**

**Job Title:** Supply Chain/Logistics Intern  
**Reports To:** D. Lancaster  
**FLSA Status:** Non-Exempt  
**Grade:** 5  
**Department:** Purchasing  
**Division:** Operations  
**Location:** Ramsey  
**Prepared By:** M. McNally  
**Prepared Date:** 1/25/2019

### **Summary:**

The Supply Chain/Logistics Intern performs organized and detail-oriented projects while gaining knowledge in managing projects and tracking time constraints. The candidate will possess a strong analytical aptitude with problem-solving skills and mathematical abilities. Strong communicator who is persuasive and a good negotiator. Must be able to take initiative and be able to identify opportunities for continuous improvement.

### **Essential Duties and Responsibilities include the following:**

- Proficient in Microsoft Office applications
- Demonstrating experience in negotiations and reducing cost
- Improving efficiencies and processes
- Review and update supply chain practices in accordance with new and changing environment
- Assist in creating material costs forecasts or standard cost lists
- Monitoring forecasts and quotes to identify changes or to determine their effect on supply chain activities
- Participate in receiving, shipping and tracking of goods and materials
- Assist in monitoring and tracking freight spend
- Coordinate with freight providers, and internal departments on both international and domestic equipment shipments
- Performs other duties as assigned

### **Qualifications:**

- Possess leadership skills
- Innovative ambition with a drive to create or introduce new ways to reduce cost
- Capable of developing relationships across groups and have the ability to negotiate
- Strong project management skills
- Able to collaborate with other department personnel

### **Education/Experience:**

- Pursuing a Bachelor's degree in Supply Chain, Logistics or Operations Management, or related field
- Knowledge of Lean Manufacturing and/or Six Sigma.

### **Language Ability:**

- Excellent communication skills; strong influencing skills.
- Must be able to communicate appropriately with all levels of personnel within the organization.

### **Reason Ability:**

- Ability to coordinate, and assist in the execution of projects
- Ability to evaluate an audience and to communicate effectively with a wide range of personnel.
- Must possess initiative, discipline, quality and customer service focus.

**Computer Skills:**

- MS Office proficiency

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- This position requires work in both office and manufacturing settings
- Employee may be exposed to moving mechanical parts and/or chemicals

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Physical demands are relative to that of an office environment. Sitting, standing, working at a computer, attending meetings, conference calls, etc.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*