Job Description

Industrial Engineer Intern
Reports to Industrial Engineer

Classification: Hourly

Job Purpose Statement
Maximize company sales growth and profitability through process improvement and reengineering, creative problem solving techniques, customer service and teamwork.

Key Responsibility Areas (KRAs)

Leadership

- Develop and refine engineering skills throughout the Distribution Center (DC) as well as understand systems and product knowledge.
- Assist in various projects surrounding the Warehouse Management System (WMS).
- Assist in ensuring facility readiness, training, on boarding and go live support.
- Work with various Logistic team members to help increase productivity as well as reduce expenses.
- Monitor all timelines/deadlines to ensure project goals and objectives are met.
- Support all efforts and initiatives across all business channels implemented by the company.
- Maintain an awareness of loss prevention, security and safety following the guidelines provided by management.

Job Knowledge

- College Undergraduate or Graduate student preferred
- Enthusiasm and desire to learn
- Entrepreneurial spirit and passion for people
- Excellent organizational skills and detail oriented
- Excellent communication skills and problem solving skills
- Must be able to travel to other Distribution Centers

Results Oriented

- Build and maintain accurate labor standards by role/task.
- Apply statistical methods and perform mathematical calculations to determine processes, staff requirements and production standards.
- Test the time standards by executing the workload to ensure they are reasonable and fair.
- Demonstrate creative problem solving to maintain a solutions-oriented focus.
- Analyze information and evaluate results to choose the best solution and solve problems.
- Develop specific goals and plans to prioritize, organize and accomplish work.
- Evaluate, recommend and implement improvements to the execution of software to eliminate manual processes or reporting gaps.
- Focus on promoting sales as they pertain to, or are driven by your position.

Communication

- Define and document complex business requirements and processes.
- Translate or explain what information means and how it can be used.
- Teach others on standards and processes.
- Communicate effectively and efficiently with all company associates and business contacts.
Teamwork
- Build trust through strong partnerships and active listening.
- Collaborate with all levels management to develop a thorough understanding of productivity results by discussing with leaders on a regular basis.
- Promote a strong sense of teamwork by working together safely, effectively, respectfully and efficiently with all associates.

Customer Service (Internal and External)
- Support and model excellent service by exhibiting a positive attitude and enthusiasm toward the job and the company to both internal and external customers in all forms of communication.
- Ensure all customers are provided gracious, quick and efficient service.

Technical Proficiency
- Possess a complete understanding of training and communication resources relevant to the position.
- Participate in ongoing training regarding technology upgrades and new systems applicable to the position.

Physical and Visual Activities**
- On a daily basis, must be able to sit for long periods depending on the day and task at issue.
- Must be able to constantly communicate and have visual acuity near and far.
- Ability to frequently operate computers/POS/office equipment, crouch and twist.
- May occasionally remain stationary or move around for long periods, lift or carry paperwork, reach, kneel and/or bend.

Physical Demands**
- Movement of product, supplies and/or boxes to and from all levels. Ability to move and/or lift up to 65 lbs; heavier product with team assist.

Environmental/Atmospheric Conditions**
- Hot/cold temperature changes, concrete floors, odors, dust and mechanical/electrical/chemical hazards possible.

** In accordance with applicable law, associates will be provided with reasonable accommodations as necessary and appropriate to perform the position’s requirements.

NOTE: The KRAs and other aspects of the job listed on this job description should not be construed to contain every function/responsibility that may be required to be performed by an associate in this job. Associates are required to perform other related functions as assigned.