

Academic Internship Coordinator

Auckland Institute of Studies

28A Linwood Avenue, Mount Albert, Auckland 1025

Subject: Internship Opportunity for Anastasia Zimnikova at Westie Food Group Ltd.

Dear Sir/Madam,

I am pleased to offer an internship opportunity for Anastasia Zimnikova at Westie Food Group Ltd. as an Operations and Logistics Management Intern at 7 Timothy Place, Avondale, Auckland 1026. Below are the internship details:

Company Name and Address:

Westie Food Group Ltd. NZBN - 9429036968398

7 Timothy Place, Avondale, Auckland 1026

Supervisor Detail:

Cassandra Luisi

Operations and Logistics Manager

(09) 820 3924

cas@westiefood.co.nz

Internship Period:

- **Start Date:** Monday, 12th January 2026
- **End Date:** Tuesday, 10th March 2026
- **Duration:** 8 weeks (240 hours)
- **Working Hours:** 30 hours per week
- **Schedule:** Monday to Friday, 9:00 AM - 4:00 PM, 6 hours per day

Internship Details:

- **Student Name & Job Title:** Anastasia Zimnikova, Operations and Logistics Management Intern

Job Responsibilities:

- **Order Coordination and Processing – 20% / 48 hours**

Support daily operations by processing and verifying customer orders from Progressives and Foodstuffs, ensuring accuracy in quantities, product dispatch and delivery schedules. Record and update all transactions in the Accredo software system to maintain visibility and consistency across operations.

- **Cross-Docking and Logistics Coordination – 20% / 48 hours**

Generate daily cross-dock manifests and coordinate logistics activities between Westie Food Group and freight partners including Refrigafreighters, Tranznorth, and Big Chill. Monitor the collection and delivery of chilled consignments to ensure timeliness and accuracy, promptly addressing discrepancies and communicating updates to the operations manager. Collaborate with transport providers to streamline dispatch and documentation workflows, improving communication flow, delivery precision, and turnaround efficiency.

- **Inventory and Label Management – 10% / 24 hours**

Generate and manage product labels for large-tie cross-dock deliveries through the Foodstuffs online portal. Monitor inventory levels and verify documentation to ensure product traceability, compliance, and reporting accuracy within Accredo. Apply risk pooling principles by analysing demand variability across customer orders to support balanced inventory levels and reduce the risk of stockouts or excess storage.

- **Supplier and Carrier Communication – 10% / 24 hours**

Maintain proactive communication with logistics providers and suppliers to confirm dispatch details and monitor delivery performance. Support resolution of service issues including temperature deviations, delays, or documentation errors, and propose process enhancements to strengthen coordination and reliability.

- **Operations Reporting and Performance Analysis – 10% / 24 hours**

Compile and analyse daily logistics and order reports, identifying areas for operational efficiency and performance enhancement. Contribute to developing key performance indicators (KPIs)

dashboards or visual summaries to support decision-making and efficiency monitoring across logistics operations.

- **Quality and Compliance Support – 10% / 24 hours**

Support the Quality Assurance team by reviewing temperature logs, storage procedures, and documentation to ensure compliance with HACCP and food distribution standards. Assist in updating internal quality records and audit materials.

- **Process Mapping and Improvement – 10% / 24 hours**

Map end-to-end operational workflows from order entry to final delivery. Identify inefficiencies, redundancies, or communication gaps, and propose improvements using lean and digital process techniques, such as simplified documentation or data dashboards. Observe key stages of the pie manufacturing process, including assembly, baking, cooling, and packaging, understanding process flow, identify potential constraints, and recommend improvements using lean and continuous improvement principles.

- **Continuous Improvement Project and Final Report – 10% / 24 hours**

Develop and present a small-scale improvement proposal to enhance coordination, data visibility, or logistics performance. Present findings and recommendations to management with measurable outcomes.

This internship will provide Anastasia Zimnikova with hands-on experience relevant to her MBA specialization in Operations and Logistics, strengthening her analytical, coordination, and continuous improvement skills within the New Zealand food distribution sector. Our team is committed to offering guidance and mentorship to support his professional growth.

Please feel free to reach out if you require further details.

Best regards,

Name of Officer: Stefan Crooks

Position: Managing Director

Company: Westie Food Group Ltd.



22/12/2025