



# Example of Supply Chain Intern Job Description

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Our innovative and growing 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

- Provide support in Supply Chain forms and templates
- Assist Category Managers in Supplier on-boarding and Supplier approval process
- Coordinate with cross-functional team such as, legal, risk management, IT security, safety and OQ/DOT
- PINC Yard Management Software enhancements
- Drive improvement in data entry into the PINC tool
- Assist in implementation of the PINC capabilities including Common Dock KPI reporting roll out and Dock log improvement project
- Support the development of the Debit/Credit process for internal order money transfers (I/O)
- Support data integrity initiatives
- Collect and maintain current parts packaging detail including, but not limited to, packaging dimensions and part weight- Plan For Every Part
- Support carrier 214 compliance to meet established goal of 100%

## Qualifications for supply chain intern

- The position is a 4-6 month position
- Prefer students that have completed junior year in degree program
- Working towards an Bachelor's degree
- A Junior or Senior in College pursuing a Bachelor's degree with a concentration in Business, Operations Mgt., Supply Chain or related field

