

WillCounty

Summer Internship Program

Organization Name	Harbor Freight Tools
Industry	Supply Chain - Logistics
Internship Title	Warehouse Administrative Intern
Hours per Week	20
Rate of Pay	21.50
Start/End Dates	May 6, 2023 / August 5, 2023

About Company

We're a family-owned business with over 45 years as a national tool retailer, and with the energy, enthusiasm, and growth potential of a start-up. We are a \$7 billion company with over 1,450 stores in 48 states, 27,000+ Associates, and one of the fastest-growing retailers in the country.

Position Description

The Warehouse Admin Intern is responsible for supporting both warehouse operations and business functions.

The Warehouse Admin Intern will report directly to DC Manager. We'll be supporting you with extensive training to help you grow as a warehouse administrative intern. During our internship program, you will work closely with a mentor while learning different business areas and functions within our building. Departments within the distribution center that you will learn more about throughout the internship experience could include: Inbound/Outbound, Planning, Slotting, Inventory Control, Transportation, Learning and Development, Operational Excellence, and Talent Acquisition.

Essential Duties and Responsibilities

Simultaneously balance multiple warehouse projects while providing general office support

Extensive and accurate data entry, mine for data, and construct meaningful, actionable reports

Work daily with computer and possible Microsoft Office tools

Interact efficiently and effectively with other departments as needed to resolve discrepancies and move resources based on labor planning needs

Understand business reporting to understand, troubleshoot, and follow up on opportunity areas

Demonstrate willingness to take risks; step out of comfort zone and take on new assignments

Work on special projects with mentor support

Actively participate in internship program training activities, developmental opportunities, and events

Work with buildings leaders each day to set goals and expectations

Additional duties as assigned

Knowledge, Skills, Abilities/Interests Desired

Job Qualifications – Education and Experience

Team-oriented thinking with enthusiasm for continuous learning

Basic mathematic skills

Proficient in using office software and tools, such as MS Office (Word, Excel, Outlook)

Reading comprehension and ability to communicate in writing.

Strong analytical and problem-solving skills

Ability to work with multiple departments while performing duties.

Good communication skills with the ability to communicate clearly and effectively

Use keyboard and read from computer screen and reports

Must be at least 18 years of age

Physical Requirements

Stand or walk continuously

Scan, handle and move merchandise efficiently and safely, including frequently lifting or moving merchandise up to 15 pounds and occasionally or moving merchandise up to 40 pounds

Bending, squatting, kneeling, twisting, and reaching heights on an intermittent basis

Grasping, pushing, and pulling of materials on an intermittent basis

Reaching and working above and below the shoulder level on an intermittent basis

Work with and around forklifts, conveyer systems and on elevated platforms

Work closely in a team environment to complete daily tasks and goals

Physical Demand of Position Moderate

Documents Required [Resume](#)

Business Contact Josh Emmett

Title Senior Recruiter

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