

# WillCounty

## Summer Internship Program

<b>Organization Name</b>	Harbor Freight Tools
<b>Industry</b>	Supply Chain - Logistics
<b>Internship Title</b>	Warehouse Operations Intern
<b>Hours per Week</b>	20
<b>Rate of Pay</b>	21.50
<b>Start/End Dates</b>	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 Operations Intern assists the DC Manager in managing, directing, and organizing the assigned operational department and conducts all related administration activities. As an Operations Intern no two days are ever the same. You will work closely with a mentor while learning different business areas and functions within our building.

#### Essential Duties and Responsibilities:

Assist in directing and monitoring the daily operations in the assigned department, to include systems, process, and technical support

Coordinates, under the direction of the DC Manager, the entire operational department to ensure that all procedures are being followed properly and in a timely fashion

Ensure that the management team is provided with accurate, timely and relevant reporting and key performance indicators and additional assistance as needed

Partner with leaders regarding performance by teaching, coaching, training, and delivering timely performance feedback

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

Take initiative to learn how to be a HFT leader by seeking out opportunities for growth and development; continuously learn throughout the internship experience

Commit to learning HFT's expectations of leaders and use them to personally develop by asking questions and seeking feedback

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

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

Work with buildings leaders each day to set goals and expectations

Other duties as assigned

### **Knowledge, Skills, Abilities/Interests Desired**

Standing and walking 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 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

### **Contact Number**

(424) 902-2006

### **E-mail**

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