

WillCounty

Summer Internship Program

Organization Name	IKEA Customer Fulfillment
Industry	Distribution and Warehousing
Internship Title	Flow and Operations Planning intern
Hours per Week	Three days a week
Rate of Pay	\$22.85
Start/End Dates	TBD

About Company

We are the team behind the scenes that make the IKEA products available to the many people. As a diverse mix of co-workers, we use our supply process expertise to balance range and space capacity with forecasting and ordering to provide customers with high availability while minimizing costs. If you've ever wondered who's responsible for finding effective and efficient ways of picking up the products for our customers, that's us. We're passionate about working together to improve the customer experience at IKEA!

Position Description

What You'll Be Doing Day to Day

- Play a crucial role in our logistics and supply chain operations by ensuring the accurate processing and filing of inbound and outbound shipment paperwork
- Upholding IKEA Joliet's commitment to maintaining an efficient and organized shipping and receiving process
- Contribute to an environment where the IKEA culture is a strong and living reality that embraces the diversity of co-workers and customers
- Assume responsibility for other tasks and projects as assigned

Knowledge, Skills, Abilities/Interests Desired

- Interest in Transportation, Distribution & Logistics
- Strong organizational skills
- Attention to detail
- Ability to work in a high volume, fast-paced warehouse, and office environment.
- Fluent in English, both written and spoken
- Computer literate with knowledge of PC applications

Physical Demand of Position

Ability to lift, sit, stand and walk for the length of shift. Ability to lift up to 50lbs.

Documents Required

Resume

Driver's License

Applicants must be 18 years or older at the time of the

internship.

Business Contact

Kara Loeza

Title

Recruiter

Contact Number

(815) 774-1019

E-mail

kara.loeza@ingka.ikea.com