



JOB OPPORTUNITY

DATE: March 8, 2017
POSITION: Distribution Internship
DEPARTMENT: Distribution
JOB STATUS: Internship, part time [20 hours a week]
TIME PERIOD: 6 months

SCHEDULE:

- 20 hours per week (4 hours per day)
- Able to work either from 7.30am to 11.30am or 11.30am to 3.30pm

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Responsible for processing and shipping daily promotional literature, pen sample requests to existing and potential customers based on shipment requirements.
- Provide inventory availability to the Production Supervisor in Promotional products.
- Back up for processing e-commerce orders, daily replenishment, picking, packing, shipping, inventory and daily manifest.

EXPERIENCE & SKILLS REQUIREMENTS:

- Must be PC literate with knowledge of Microsoft Suite software.
- Attention to detail.
- Ability to perform work accurately and thoroughly.