

## Job Description

### GENERAL SUMMARY:

**Marion Body Works** (MBW) offers **summer internships** to qualified students who are looking to gain hands on professional experience in their field of study in a manufacturing environment. Internships at MBW are designed to help build your professional credentials by providing meaningful, practical, on-the-job training and experiences, while also igniting your imagination. Opportunities exist throughout our company and are available to students who are motivated to learn and grow. You will get a chance to contribute your best ideas and work in an environment that inspires innovative results. Students in our internship program provide tremendous value to our organization through the introduction of innovative and fresh ideas and being part of a culture that dares to be great.

Interns will have hands on, value-add responsibilities in their specific department. In addition, each intern will have a department-specific project they will work on over the course of their internship. Projects selection will occur in the first weeks of the internship with input from the intern's manager. At the culmination of the program, each intern will have the opportunity to present their project to the MBW Leadership team and their manager. The program will include exposure to the entire organization so that interns leave with an understanding of how the entire organization operates and how various departments interact with each other.

### ESSENTIAL JOB FUNCTIONS:

Year One: (Summer between high school and collegiate studies)

§ Systems 101: Detailed training of systems used in the purchasing department; ERP (Enterprise resource planning), MRP (Material Resource Planning). Quality control training, MS Office products, data base file management,

§ Material Resource Planning

- Responsible for creating shop orders for the production floor
- Outsourced services; scheduling and management of vendors

§ Service level reporting: Report vendor service levels for a defined period. Document and send "corrective action" requirements to vendors with inadequate service levels

§ Attend all department meetings for general exposure to Supply Chain activities

Year Two:

§ Inventory Control:

- Physical inventory vs. cycle count methods.
- Conduct regular cycle counts; investigate variances and report results.
- Investigate inventory discrepancies and conduct root cause analysis

§ Shipping and Receiving overview:

- Observation of shipping, receiving and warehouse activities.
- Logistics overview freight activities; pricing, routing, contract overview

§ Purchasing:

- Will be assigned as primary buyer for a selected group of products. Responsible for MRP creation, exception reporting, Kan Ban inventories, etc.

- Participant in pricing and service negotiations

§ Attend all department meetings for general exposure to Supply Chain activities

### Year Three:

#### Purchasing: *(continued)*

- Will be assigned as primary buyer for a selected group of products. Responsible for MRP creation, exception reporting, Kan Ban inventories, etc.
- Participant in pricing and service negotiations

#### Sourcing:

- Search out alternative sources for improved products, pricing and services.
  - Negotiates pricing with new supplier and defines transition plan from current to new supplier.
- Attend all department meetings for general exposure to Supply Chain activities

### Year Four

#### Purchasing: *(continued)*

- Will be assigned as primary buyer for a selected group of products. Responsible for MRP creation, exception reporting, Kan Ban inventories, etc.
- Participant in pricing and service negotiations

#### Commodity pricing agreements:

- Work with Commodity Managers to establish annual pricing and quantity commitments of aluminum.

#### Vendor managed inventories

- Overview with Commodity manager of vendor managed inventory programs. Assist with contract negotiations as contract periods allow.

### **SECONDARY JOB FUNCTIONS:**

- Provide assistance within other departments to support company needs and expand the students understanding of general business activities

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- High school proficiency with MS office applications. Word, Excel, Outlook.
- Proficiency in math at the 12th grade level
- Ability to multitask
- Positive mental attitude

### **EDUCATION AND EXPERIENCE:**

- Applicant must be enrolled in an accredited university pursuing a degree in the same or related field of study to the internship for which they are applying
- Candidate may be earning college credit for the internship, but is not required to be

### **PROTECTIVE CLOTHING/EQUIPMENT REQUIRED:**

When on Shop Floor: Require Safety Glasses, Require Hearing Protection when production areas, require safety shoes,

### **GENERAL NOTICE:**

The statements contained in this job description describe the general nature and level of work being performed by the employee in this position. This job description does not state or imply that these are

the only accountabilities and responsibilities assigned to this job. The employee holding this job will be required to perform any other job-related duties as requested by management. All job requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**ABOUT US:**

Marion Body is an independent, family owned and operated manufacturer located in Marion, Wisconsin where the company was founded in 1905 and has been in continuous operation ever since. All our products share the same niche know-how: manufacturing specialized truck bodies that are cost competitive and stand up under the rigors of over-the-road duty. We believe every one of our customers deserves the best quality vehicle available to them. We encourage our employees to continuously improve and leverage their God-given talents, passions and abilities to do what the customer wants by manufacturing "World Class" vehicles. We have a loyal family culture and are in pursuit of creative, high-energy, engaged people who will join our family and make good on this promise.