



# Marion Body Works

## Job Description

<b>Job Title:</b>	Purchasing Intern	<b>Reports to:</b>	Matt Shambeau
<b>Department:</b>	Purchasing	<b>Travel Overnight:</b>	0%
<b>Location:</b>	Marion, Wi	<b>Classification:</b>	Hourly
<b>Status:</b>	Internship- Summer 2022	<b>Last Revised:</b>	12/15/2022

### 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
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- Purchasing:



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- 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

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

### KNOWLEDGE, SKILLS, & 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 & 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



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PHYSICAL DEMANDS				
	AMOUNT OF TIME			
	NONE	UP TO 1/3	1/3-2/3	2/3 +
Stand		X		
Walk		X		
Sit			X	
Talk or hear				X
Use hands and wrists to finger, handle or touch				X
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Reach above shoulders		X		

LIFTING	AMOUNT OF TIME			
	UP TO 15%	OVER 15% AND UP TO 40%	OVER 40% AND UP TO 70%	OVER 70%
Up to 1 pound			X	
Over 1 pound up to 5 pounds			X	
Over 5 pounds up to 25 pounds		X		
Over 25 pounds up to 60 pounds	X			
More than 60 pounds	X			

TOOLS/EQUIPMENT USED	AMOUNT OF TIME		
	UP TO 1/3	1/3 TO 2/3	2/3 +
Pallet Jack - Hoist	N/A		
Ladder	N/A		
Stairs	N/A		



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Broom/ Dustpan	N/A		
Hand Tools	N/A		

**PROTECTIVE CLOTHING/EQUIPMENT REQUIRED: When on the shop floor.**

- Safety Glasses
- Hearing Protection
- Gloves
- Safety Shoes

**NOISE TYPICAL FOR THE WORK ENVIRONMENT OF THIS JOB: When on the shop floor.**

- Loud Noise (normal shop conditions)

**VISION REQUIREMENTS:**

- Close Vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or left to right while eyes are fixed on a given point)
- Depth Perception (three-dimensional vision, ability to judge distances and spatial relationship)
- Ability to Adjust Focus (ability to adjust the eye to bring an object into sharp focus)

WORK ENVIRONMENT				
Only when walking through the shop floor.	AMOUNT OF TIME			
	NONE	UP TO 1/3	1/3-2/3	2/3 +
Wet/humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high/precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			



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Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Travel on company business		X		

## 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.

## LIVING OUR CULTURE

Marion Body Works defines its culture with these six core values.



## 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



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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.

### WHY CONSIDER US?

Sick of working for a company that you just don’t believe in?

Are you looking to work with co-workers that want to work together to get the job done?

Looking for a way to utilize your passion and talents to impact the lives of firefighters, military & the truck workforce?

### IMAGINE

- Being rewarded by creating awesome vehicles that help save lives all over the country.
- Unlimited opportunity to make a significant impact within our organization.
- A culture of people who look for ways to say YES instead of no!
- A rapidly growing, family-owned company that is willing to invest in you & your growth.

### OUR IDEAL TEAM PLAYER

- You drive yourself harder than anyone else could or ever would.
- You are the player that when things look bleak, you’ll ask “Put me in coach, I’ll get it done”.
- You are the player that can and will exceed expectations.
- Your work ethic is proven, and you want to go that extra mile.

### ROLE & BEHAVIORAL DESCRIPTIONS

- We do what we commit to – we are responsible and accountable.
- We are proactive in talking about and remedying problems and mistakes. We take responsibility for our mistakes. We figure out what happened, then we can find the “why” and prevent it in the future. We do not dwell on mistakes – it is only important that:
  - we learn from them and move forward.
  - Work smarter harder not longer. We need to be both efficient and effective in all that we do.
  - We continually look for ways to improve. We look for new ways, test them, and incorporate the ones that improve what we do. If “it’s always been done that way”, it will no longer.



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- We value the role and contributions of every one of us and show that in how we treat each other. This always means assuming positive intent. Eliminate finger-pointing and to be part of the solution. We will perform at a significantly higher level when we operate:
  - as a team, using the best contributions of each of us.
  - Contributing in objectively measurable ways to the success of all others in the organization.
  - Putting my fellow leaders in the position of being the highest performing executives in the industry.

### SUCCESS FACTOR SNAPSHOT

- First 04 days – Able to punch in and out, access records in TCM without assistance
- First 08 days – Basic use of tools and progressing in electrical techniques, still needs supervision
- First 12 days – Completes everyday tasks – needs limited supervision
- First 30 days - Doesn't need daily supervision on tasks. Electrical progression in running wires, installation of lights, and wiring cab and pumps
- First 45 days – Proficient in reading wiring diagrams and shop orders
- First 60 days - Proficient in electrical troubleshooting and testing electrical system
- First 90 days - No more than 3 points in attendance policy. Efficient enough to be able to help other and begin cross-training with fellow co-workers
- First 6 months - Confident enough in job function with minimal questions. Will be able to be able to initiate and drive change
- First 12 months - Find the time to do the thing that might have been overlooked
- First 12 months – Recognize other opportunities for improvement to streamline

### OTHER

- Prefer manufacturing experience
- Pre-employment drug screen required
- Confidentiality provision of job
- Must have ability to multi-task and shift on the fly
- Candidates that reference "A TRADITION OF QUALITY" will be preferred candidates