



**Supply Chain Management Intern:
Reports to: Inventory and Process Manager**

The Education Partnership provides school supplies for students and their teachers in low-income schools in Southwestern PA. Our dedicated team of staff and volunteers embody the organizations core values (equity, integrity, resourcefulness, respect and service) and work in a fast-paced, dynamic and collaborative office and warehouse space with a clear focus on helping kids in need.

Supply Chain Management Intern will assist with the following duties:

- Develop business understanding within supply chain, including merchandising, distribution, logistics and retail operations
- develop business understanding for all retail formats
- Perform accurate inventory data tasks
- Assist Inventory and Process Specialist with inventory process for the timely and effective receiving, cataloging and distribution of inventory
- Assist in inventory movement and logistics
- Analyze business process to develop current condition assessments
- Analyze data to support the building of business cases and project assessments
- Perform programmatic data entry/analysis/research
- Assist operations department with various logistics initiatives and to improve customer service while promoting departmental efficiencies

Qualified candidates will:

- Possess superior verbal and written communication skills
- Possess the ability to learn our online ERP system Salesforce.com
- Possess superior attention to detail
- Be team oriented
- Be open to working in all weather conditions, walking long distances daily, lift/move up to 30 lbs., stoop, kneel, crouch or crawl
- Possess strong mathematical and problem solving skills
- Possess ability to learn MS Office Suite

Qualified candidates should submit resume and cover letter to Resumes@theeducationpartnership.org.