

## Korber Medipak Systems NA, Inc.

<b>Job Title</b>	After-Market Parts Intern	<b>Levels</b>	N/A
<b>Department</b>	Parts	<b>Classification</b>	Non-Exempt
<b>Report To</b>	Parts Manager	<b>Benefits</b>	401k
<b>Day Shift</b>	Flexible, minimum 12 hours between Mon-Thurs 7:30am-5:30pm, Fri 7:30am-12:00pm	<b>Background Checks</b>	Previous Employment: Yes I-9: Yes Criminal: Yes Drug & Alcohol Test: Yes Driver Motor Vehicle: No
<b>Night Shift</b>	N/A		
<b>Status</b>	Less than 40 hours		

**General Purpose:**

Responsible for sales customer service and reporting.

**Essential Functions:**

- Follow-up on open quotes for updated status
- Update install base data
- Provide support for marketing campaigns
- Perform full scope customer support duties, including quote and order processing
- Confirm spare parts orders and related follow-up
- Report sales activities
- Ship parts in a timely fashion
- Assist in receiving parts purchase orders
- Resolve issues with customs clearance

**Supplementary Functions:**

- Perform other duties as assigned by manager
- Maintain a clean and safe work area
- Show a strong eagerness to learn and a positive attitude everyday

**Education, Experience and Qualifications:**

- Currently enrolled in a 2 or 4 year business related program

**Job Knowledge, Skills and Abilities:**

- Exhibit clear verbal and written communication skills
- Follow instructions with precision
- Demonstrate computer literacy with design and layout programs
- Demonstrate computer knowledge in Microsoft Word, Excel, Outlook and others
- Exhibit organizational skills
- Effective presentation skills

**Working Environment:**

- Works in an office environment
- Exposure to shop elements such as loud noises, dust, fumes and odors

**Physical Requirements:**

- Sitting for long periods of time
- Ability to focus on a computer screen for long periods of time

**Confidentiality Duties:**

- Ensures confidential company information, such as, but not limited to, legal company info, research and development, and customer names, and job profitability, is not at any time be communicated to

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customers or vendors of KMSNA. All reasonable measures should be taken to ensure this type of information is not released

-Requires a high level of disciplinary action not to let information get out and into the hands of the wrong individuals by mistake or intention. KMSNA signs many confidentiality agreements with their customers, which in turn pass on to KMSNA's employees.

-Involves information on employees of KMSNA that are to be kept confidential as well. Information on employees will only be shared with the employee, human resources or management if necessary. This information should be shared behind closed doors.

### **Employer's Rights:**

Duties described above document the general nature and level of work but are not intended to be a complete list of all activities, duties, and responsibilities required of the employee. Consequently, employees may be asked to perform other duties as required.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date