

Korber Medipak Systems NA, Inc.

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

General Purpose:

Responsible for assisting the purchasing department focusing on master data management, inventory management and replenishment planning. May also assist with vendor performance management and process improvement.

Essential Functions:

- Send purchase orders (POs) to vendors
- Confirm POs in Company's ERP system
- Follow up on past-due orders
- Harmonize part number descriptions
- Harmonize and implement category codes
- Establish and maintain a whole seller account
- Take pictures and sell out dated items using the aging report
- Determine areas where processes overlap and steps are repeated
- Determine minimum order and auto-order quantities
- Sync auto-orders so they are all ordered in the same frequency reducing workload for purchasing and accounting
- Assist to create a template to evaluate vendors at the end of the year

Supplementary Functions:

- Performs other duties as assigned by manager
- Maintains a clean and safe work area
- Shows 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:

- Knowledge of business office procedures and office equipment operation
- Strong data entry/keyboarding skills
- Effective verbal and written communication skills
- Exhibits the ability to follow instructions accurately
- Displays attention to detail and organizational skills
- Demonstrates computer literacy with common computer programs such as MS-Word, MS-Excel, and MS-Outlook

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

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-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 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