



Trainee/Internship Program Offer

(10564) Production and Logistics Program - New York, NY



Start Date: October 2024

Program Duration: 12–18 months

Compensation: \$16.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

The host company is a family-owned, children's furniture manufacturer and distributor located in New York City. It sells its products at major retailers like Walmart, Target, and Amazon, and small, local shops. They donate ten percent of all profits towards improving the lives of underprivileged children by giving back to the communities that need help the most. They are seeking a talented individual to join their logistics team who is eager to improve their skills in the field.

Position Description:

- Daily communication with factories and internal departments
- Oversee the production orders' process: entry, follow-up, and update
- Communicating customers' specific shipping requirements to factories and provide information in a timely manner while working with logistics to ensure customers' bookings
- Order planning and prioritization to optimize efficiency
- Monitor available inventory
- Plan and improve efficiencies and operational processes alongside the Production Manager
- Document and ensure accuracy of current processes

Applicant Qualifications:

- To apply for the **Internship** program, you must be an undergraduate student of **logistics, international business or similar** OR a recent graduate starting the program within 12 months of graduation.
- To apply for the **Trainee** program, you must hold a bachelor's degree in **logistics, international business or similar** and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- Applicants must speak advanced English
- Proficiency with MS Excel (including pivot tables, VLOOKUP – role in Excel heavy)
- Excellent math skills
- Exceptional attention to accuracy, detail, and time-management skills

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title