



Council for Educational Travel USA

Internship/Trainee Program Offer

(10730) Supply Chain Management - New York, NY



Program Duration: 12–18 months

Compensation: \$17.00 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. This program offers a valuable opportunity to gain hands-on experience in supply chain management within the furniture manufacturing and retail industry.

Position Description:

- Assist in various aspects of supply chain operations (procurement, inventory management, logistics, distribution, etc.)
- Conduct data analysis and reporting using Microsoft Excel
- Support inventory control activities (tracking inventory levels, reconciling discrepancies, etc.)
- Help coordinate stock takes and cycle counts
- Assist in procurement process by creating purchase orders and tracking deliveries
- Communicate with suppliers to ensure timely and accurate delivery of materials and products

Applicant Qualifications:

- To apply for the **Trainee** program, applicants must have either a degree or professional certificate from a foreign post-secondary academic institution and at least 1 year of prior related work experience in the **business/supply chain management** field acquired outside the United States OR 5+ years of experience in this field.
- To apply for the **Internship** program, applicants must be **business/supply chain management** students OR be recent graduates who begin program within 12 months of the graduation date.
- Advanced English is required with strong communication skills & Microsoft Office Suite
- Familiarity with supply chain software & basic understanding of data analysis and reporting tools.
- Strong analytical skills with the ability to interpret data and make data-driven decisions.

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