



## Job Description

<b>Title</b>	Parts Admin Intern	<b>FLSA Status</b>	Non-Exempt
<b>Department</b>	Procurement & Supply Chain	<b>Platform</b>	Corporate
<b>Reports To</b>	Maintenance Manager	<b>Grade</b>	NA
<b>Revise Date</b>	08/2021		

### Job Overview

The intern will work with the maintenance manager and planner to determine the appropriate part families for parts across internal stockrooms. This position will work with the maintenance planner to determine the best parts lay-out within each stockroom for the most efficient process.

### Duties and Responsibilities

- Identify the current parts in the parts stockroom(s)
- Organize parts by machine and/or material type in accordance with agreed upon stockroom lay-out
- Make visuals signs for the aisle ways facilitating parts put-away, search and issuance
- Label or re-label the part bins according to plant parts storage methodology
- Tag individual parts and/or equipment according to new location and color scheme, as appropriate
- Organize any large spares not housed in main stockroom (motors, gearboxes, etc.)
- Count parts inventory and update CMMS inventory management system (physical inventory count)
- Verify that all part numbers are entered into the CMMS inventory management system
- Develop ongoing cycle count program based upon on or more of the following methods:
  - Bin locations
  - ABC ranking
  - Production system association
  - Material groups
- Develop (or redevelop) the optimum method to track parts issuance for inventory accuracy purposes
- Optimize max/min levels for parts based upon usage velocity and last used dates

### Knowledge, Skills and Abilities

- Able to work in an industrial setting
- Reliable to arrive and depart the work site in accordance with sponsor agreement
- Able to identify unsafe behaviors or conditions and report issues to sponsor
- Able to work independently with minimal oversight
- Computer familiarity, and able to learn a new computer application quickly
- High organizational skills
- Demonstrated project management skills
- Able to envision a well-organized stockroom, and able to drive toward that vision
- Neat work habits, including handwriting and manual/notebook organization practices
- Demonstrated ability to interact with vendors, customers and third parties in a professional manner
- Able to adapt to changing conditions as projects move forward
- Able to work 20 hours per week or less

### Education and Experience

- Pursuing High School diploma

### Working Conditions

- Manufacturing environment

### Physical Requirements

- Must be able to stand for several hours per day
- Required to use motor coordination with arm, hand, finger, and leg dexterity.
- Required to exert physical effort in handling objects more than 50 pounds frequently.
- Requires pushing, pulling, bending, twisting, and lifting up to 50 lbs.