

Position: Assistant Fulfillment Project Coordinator – Internship

Location: Peosta, IA

Department: The Swiss Colony, Inc. – Peosta Fulfillment Facility

Status: Internship

Reports To: Fulfillment Assistant Manager Inbound/Outbound

Internship Length: June 2010 to December 2010

of Positions: 1

Salary: \$2,500 per month

General Description:

Assists in slotting, unslotting, and reslotting product utilizing WMS (Warehouse Management System). Assists in the supervision of fulfillment staff to complete slotting functions. Analyzes SKU position and the logistics of product in the facility. Maintains and updates several WMS reports. Secondary responsibilities include assistance within the facility with fulfillment and receiving functions.

Specific Responsibilities:

1. Assists in the coordination of all Slotting Procedures. (40-60%)
 - A. Utilizes WMS to determine the cube of product and the cube of corresponding locations to determine appropriate area for slotting.
 - B. Utilizes WMS to un-slot any product that is not needed in an appropriate location.
 - C. Utilizes WMS to re-slot product based on demand and customer need.
 - D. Delegates and directs personnel to perform the slotting tasks.
2. Analyzes current SKU positions and makes logistic placement decisions to better utilize the product. (15-20%)
 - A. Review product shipping history.
 - B. Review customer information.
 - C. Review comparable product picking locations.
3. Update and verify max quantities for picking locations. (5-10%)
4. Run WMS reports; verify and update data. (5-10%)
5. Responsible for picking sales list. (<5%)
6. Conducts time studies on picking and warehouse job functions. (<5%)
7. Performs rack profiling for shipalone items. (<5%)
8. Analyzes and/or develops new fulfillment functions. (<5%)
9. Assists in training the temporary Picker/Unloader on utilizing procedures and job guidelines in the following areas: (5-10%)
 - A. Accurate pulling of components to fulfill production needs
 - B. Accurate locating of components including those from customers.
 - C. Proper documentation of all inventory movement including; picks, put-a-ways and material moves.
 - D. Advanced forklift training in conjunction with the Fulfillment Forklift Trainer.
 - E. Safety procedures of the Warehouse and plant in general.
 - F. Emergency procedures.
 1. Medical.
 2. Tornado.
 3. Fire.
10. Disciplines temporary Pickers and Receiving staff using progressive disciplinary procedures.
 - A. Provides documentation of all disciplinary actions including verbal and written notifications.
 - B. Recommends course of discipline for individual employee to the Senior Production Supervisor and Production Supervisors.
11. Works with the Supervisor on planning and assigning the daily workload according to the temporary employee's ability and training.
12. Reviews and updates all procedures pertaining to the fulfillment operations environment.
13. Analyze current fulfillment methods while researching other methods that may deliver increased efficiencies. Report project study showing upfront investment costs as well as potential cost savings due to the projected increased efficiency.
14. Coordinate Fall Fulfillment Incentive Program.
15. Performs as an Outbound Picker Worker.
 - A. See Outbound Picker job description.
16. Performs as a Receiving Worker.

- A. See Receiving Worker job description
- 17. Communicates work in progress status to other supervisors at shift changes.
- 18. Maintains accurate records by utilizing the Warehouse Master and Mainframe Computer systems.
- 19. Enforces all company policies and procedures.
- 20. Maintains good housekeeping of work area.
- 21. Performs any duties as assigned by the Assistant Fulfillment Manager and/or Facility Manager
- 22. Assists with the following Safety Issues:
 - A. Behavior Based Safety Observations
 - B. Weekly safety talks
 - C. Weekly safety audits
- 23. Performs all designated job duties/tasks in other departments as assigned to ensure the operating efficiency of the company and maximize utilization of all personnel. These assignments may be part of a formalized cross-training program or on an as needed, temporary basis.

Time Allocations:

- 1. Project Management. (50-60%)
- 2. Supervising Temporary Employees. (10-20%)
- 3. Training temporary Production or Warehouse employees. (10-20%)
- 4. Conducting various Warehouse and Replenishment duties. (5-10%)

Skill Requirements:

- 1. Currently pursuing a 2 or 4 year degree in Production or Operations Management or a related major or equivalent work experience.
- 2. Current Junior, Senior, or recent graduate.
- 3. Cumulative GPA of 2.80 or higher.
- 4. Possesses above average communication skills in both oral and written form.
- 5. Possesses knowledge of supervisory procedures and concepts.
- 6. Able to prioritize work assignments in both fast and slow paced work environments.
- 7. Possesses high school graduate math abilities.
- 8. Able to operate a forklift.
- 9. Possesses legible handwriting.
- 10. Able to give clear, concise instructions.
- 11. Able to effectively motivate temporary employees.
- 12. Able to work scheduled and/or unscheduled overtime on short notice.
- 13. Able to deal firmly but fairly with a diverse workforce.

Equipment Used/Machine Operations:

- 1. Forklift. (30-40%)
- 2. PC. (30-40%)
- 3. CRT. (5-10%)
- 4. Hand Jack. (5-10%)
- 5. General Office Equipment. (5-10%)

Training Time:

More than four weeks. (160+ hours)

Supervision Received:

Direct, daily supervision given by the Assistant Fulfillment Manager. Indirect, daily supervision from the Facility Operation Manager.

Supervision Given:

Involves general instructing, scheduling, and reviewing the work of up to 20 Temporary Full Time Pick/Pack employees and up to 10 Replenishment employees.

POSITION REQUIREMENTS/WORKING CONDITIONS

(Assistant Project Coordinator Intern)

	Task/Ability	Task and Ability Description	Percent of Shift
1	Break Schedule	Two 15 minute breaks during an eight hour shift.	100%
2	Hearing	Able to hear instructions and directions clearly for communicating with co-workers while exposed to continuous moderate level noise generated by conveyor and cooling systems.	85-95%
3	Vision	Able to read and distinguish printed numbers and letters for visual inspection of subordinates' work and various computer sheets.	90-100%
4	Sitting	Able to sit.	N/A
5	Standing	Able to stand to retrieve and count inventory.	80-90%
6	Walking	Able to walk to locate inventory.	80-90%
7	Lifting	Able to lift up to 50 pounds (includes pushing and pulling effort while stationary).	10-15%
8	Carrying	Able to carry up to 50 pounds (includes pushing and pulling effort while walking).	10-15%
9	Bending	Knees (while lifting up to 50 pounds) Waist (while lifting up to 50 pounds)	15-25% 15-25%
10	Twisting	Shoulders (while lifting up to 50 pounds) Waist (while lifting up to 50 pounds)	15-25% 15-25%
11	Reaching	Left/Right Able to reach to the sides to sort and count inventory. Front Able to reach to the front to sort and count inventory. Overhead Able to reach overhead to sort and count inventory.	15-25% 15-25% 5-10%
12	Use of hands	Fine Manipulation : Able to use hands for fine manipulation including sorting paper and legible handwriting, and using a keyboard. Heavy Manipulation : Able to use hands for manipulation of counting inventory and using a forklift.	35-45% 40-50%
13	Temperature	Office (65 - 75 degrees) Production (60 - 85 degrees) Receiving/Warehouse (40 - 90 degrees) Cooler (32 - 40 degrees) Freezer (-10 - 0 degrees)	10-15% N/A 50-60% 30-40% N/A
14	Drug Screening/Criminal Background Check	Required.	100%
15	Speech/Communication	Able to communicate with supervisors, co-workers, and employees.	90-100%
16	Climbing	Climb stairs in order to gain access to the Mezzanine Office.	N/A
17	Other		