

## Typical Supply Chain Management (SCM) Intern Responsibilities

The goal of an internship in SCM is to apply knowledge acquired in the classroom to real-world situations, as well as gain the skills and experience that is necessary to prepare the student for a successful career in SCM.

### UW Oshkosh SCM Highlights:

The SCM curriculum at UW Oshkosh incorporates a series of courses designed to make the student business-ready. There are the traditional courses in analytical planning and operations management. In addition, there are cutting edge courses in environmental management, strategy and supply chain management. SCM students will each complete an internship at a regional firm, and will complete a consulting-type project for select firms where they will address a specific business need. It is the fastest growing major in the college. American Production & Inventory Control Society (APICS) members participate in a variety of professional, social and community service activities. Students work closely with their "parent chapter" in the Fox Valley, an organization of over 400 professionals. APICS members won their 17th Platinum Award (more than any school in the nation!), and four students have received the Fogarty Award!

### Internship Overview:

Internships are professional experiences that students participate in to gain professional skills and experiences. Internships are structured as learning experiences that combine in-class theory with real-world applications. A valid experience for SCOM majors is an internship or co-op that requires skills and knowledge obtained from College of Business SCOM courses. Positions should be similar to an entry-level position that these students would get out of college. Typically, SCOM majors are responsible for working in logistics and production of a product or service. They can work in a wide variety of industries.

### Typical Roles for Supply Chain Intern

- Quality Audits
- Assist with creating process control and training documents that will be entered into a quality management system
- Assist in completing monthly forecast and sales related data entry to allow accurate forecasting and supply planning.
- Lean/Six Sigma Black Belt projects and processes
- Implement forecasting and supply planning process improvements
- Assist in the development and implementation of an MRP system
- Improve interfaces between teams
- Resolve non-conformities of product, documentation of service, claims, invoicing issues and PO credits
- Review order acknowledgements, price changes and analyze impact
- Forecast future requirements for suppliers.
- Assist with period reporting
- Monitor and track transportation shipments from inception to final delivery
- Optimize transportation shipments for customers while balancing service and cost using a transportation management system

- Communicate effectively with customers, carriers and teammates (phone and email communication)
- Analyze and recommend broad based innovative improvement initiatives for accounts with a focus on eliminating root causes of recurring issues which leads to driving down costs and/or improving service
- Report and analyze key performance indicators
- Assist with the supervising and coordination of the activities of all department employees such as analyzing staffing requirements, scheduling personnel, teaching technical processes, ensuring workload and needs of customers are met, identifying and eliminating safety concerns, developing a plan to improve quality and output within the departments, and participating in 5S (Lean) activities
- Assist with forecasting, inventory planning, scheduling, purchasing, and new product development
- Project management services for process improvement and technology solutions
- Support internal and external sales representatives with product information pertaining to a specific bid
- Assist in coordinating the workflow of custom-configured options requests
- Develop effective communications and a positive working relationship with other company employees, supervisors and managers to ensure a team effort in achieving short and long-term company goals
- Help with the monthly forecast process
- Review/analyze/update individual SKU's, create/analyze reports, and streamline the process
- Help create reports out of Demand Planning to measure forecast accuracy
- Create new product "actual sales" vs. "sales forecast" report from Demand Planning
- Set-up new items into Demand Planning
- Test linking to other pyramids and verify data integrity
- Document new processes
- Assist with a wide variety of inventory and inventory control functions
- Reconcile physical stock count against perpetual quantity
- Prepare reports detailing inventory variances
- Run and distribute warehouse reports
- Maintain cycle count logs for each branch plant.
- Analyze various types of data and recommend costs savings by analyzing warehouse proficiencies.
- Drive Continuous Improvement using Lean Six Sigma
- Define improvement initiatives
- Map operational processes
- Conduct data gathering and analysis of processes
- Create standardized operating procedure documentation
- Assist in implementing improvements
- Create control plans
- Create and update weekly quality scorecards
- Provide summaries and analyses