**Inventory Control Intern**

The Inventory Control Intern is responsible for ensuring accurate inventory in the distribution center. The Inventory Control Intern will report directly to the Area Manager. We’ll be supporting you with extensive training to help you grow as a strong inventory control intern. During our internship program, you will work closely with a mentor while learning different business areas and functions within our building. Departments within the distribution center that you will learn more about throughout the internship experience include-Inbound/Outbound

**Essential Duties and Responsibilities**

* Validate accuracy of shipped items within the DC
* Verify receiving/shipping documents and accurate product counts
* Validate accuracy of locations through cycle counting
* Work daily with computer and possible Microsoft Office tools
* Operate packaging, material movement equipment & lift equipment
* Interact efficiently and effectively with other departments as needed to resolve discrepancies and move resources based on labor planning needs
* Demonstrate willingness to take risks; step out of comfort zone and take on new assignments
* Actively participate in internship program training activities, developmental opportunities, and events
* Work with buildings leaders each day to set goals and expectations
* Additional duties as assigned

**Job Qualifications – Education and Experience**

* Team-oriented thinking with enthusiasm for continuous learning
* Basic mathematic skills
* Reading comprehension and ability to communicate in writing.
* Problem-solving skills and strong initiative
* Ability to work with multiple departments while performing duties.
* Good communication skills with the ability to communicate clearly and effectively
* Use keyboard and read from computer screen and reports
* Must be at least 18 years of age

**Physical Requirements**

* Stand or walk continuously
* Scan, handle and move merchandise efficiently and safely, including frequently lifting or moving merchandise up to 15 pounds and occasionally or moving merchandise up to 40 pounds
* Bending, squatting, kneeling, twisting, and reaching heights on an intermittent basis
* Grasping, pushing, and pulling of materials on an intermittent basis
* Reaching and working above and below the shoulder level on an intermittent basis
* Work with and around forklifts, conveyer systems and on elevated platforms
* Work closely in a team environment to complete daily tasks and goals