



*"Inspire and empower people to create innovative product solutions that revolutionize the industry"*

**Position:** Supply Chain Intern  
**Reports To:** Integrated Planning & Procurement Manager

**Status:** Non-Exempt  
**Approval Date:** 2/19/2021  
**Last Revised:** 2/19/2021

### Position Summary

This position will serve the inventory and purchasing departments at Steffes. Will assist with management and control of raw materials and finished goods, as well as assist purchasing agents with ordering of materials. Will conduct pricing analysis and general research for potential raw material purchases.

### Steffes Core Values

**Trust:** We promote growth and long-term success by making wise decisions with trust as an essential component.

**Respect:** We unleash creative talents of our diverse workforce by treating each other the way we would like to be treated.

**Teamwork:** We believe people achieve much more by working together.

**Integrity:** We follow through and keep our word while being open, honest, ethical, and fair.

**Safety:** We view our co-workers as family members of our business and strive to ensure safety for all.

**Humility:** We recognize and appreciate strengths and contributions beyond one's self. We are modest, genuine, and authentic.

### Key Responsibilities

#### 1. Inventory Management Tasks

- Conduct inventory cycle counts
- Assist with system improvement and proper storage of products
- Generate reports, evaluate inventory levels, and assist with making adjustments
- Assist with development of Kanbans

#### 2. Purchasing Tasks

- Assist with entry of purchase orders
- Conduct verification and expediting of orders
- Assist with entry of receivers and other data into ERP system
- Research potential sources of material supply

3. Maintain a positive work atmosphere by acting and communicating in collaborative manner with customers, suppliers, co-workers, and management.

4. Helps company meet its Strategic, Quality and Safety objectives.

5. Other duties may be assigned.

### Core Expectations

**Customer Service** - Demonstrate excellent customer service and display a positive attitude and behavior consistent with the Steffes Code of Conduct and Core Values.

**Quality** - Actively support and participate in Quality Improvement.

- Take immediate action in unsafe situations.

REV	DATE	REVISER	APPROVER	DESCRIPTION
1	2/19/2021	BSickler	KHeidt	Initial Release



*“Inspire and empower people to create innovative product solutions that revolutionize the industry”*

---

- Adhere to all safety standards; thus, promoting safe practices to ensure a safe environment.

**Conduct** - Demonstrate and support the Steffes Code of Conduct.

**Policies and Procedures** - Demonstrate and support Steffes Policies and Procedures by:

- Using tact, sound judgement, and maintaining a professional attitude in communication and relationships with others.
- Striving to deliver the best quality in daily work.
- Promoting a positive image of Steffes and its products.
- Being timely and punctual in attendance and following all policies and procedures.

### **Job Requirements/Qualifications**

- Bachelors’ Degree in Business Administration or related field
- Intermediate computer knowledge (Microsoft Word, Excel, Outlook, Internet)
- Good written and verbal communication, math, reading, and spelling skills
- -OR-
- An acceptable combination of education and experience

### **Physical Demands of Position**

- This position requires walking, sitting, or standing to a significant degree
- Must have the ability to lift 50 pounds from floor to waist, carry 50 pounds, and push and/or pull up to 20 pounds
- Must have the ability to climb ladders and/or stairs
- Stooping, crouching, kneeling, and bending
- Handling, feeling, and gripping would be required for some activities
- This role may be subject to internal and external environmental conditions

### **Acknowledgement**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.*

*I acknowledge that I understand the information contained in this document and can perform the essential functions of this job without accommodations. I also acknowledge that employment with Steffes Solutions LLC is at-will and not for a specific period of time and can be terminated at any time, with or without cause or notice, by Steffes Solutions LLC.*

Employee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

---

REV	DATE	REVISER	APPROVER	DESCRIPTION
1	2/19/2021	BSickler	KHeidt	Initial Release