



Job Description

Job Title: Operations Intern

Department: Operations Department

Status: Part time intern

Purpose of Position: Provide experience in manufacturing operations through various tasks and projects.

Essential Duties & Responsibilities :

- Support project initiatives within the operations department in the following areas:
 - Manufacturing Engineering
 - Purchasing
 - Supply Chain
 - Quality Control
- Process oriented to identify bottlenecks and areas for process improvement
- Projects and intern assignments will be matched based on candidates' skills and priority needs at TDS for the summer

Qualifications/Training/Skills:

- Ability to juggle multiple projects simultaneously
- Excellent communication skills with a positive attitude
- Ability to work under tight deadlines
- Strong organizational skills with attention to detail
- Project management skills
- Ability to solve problems
- Proficient use of MS Office (Outlook, excel, Power Point and Word)

Education Preferred / Majors:

- Industrial Engineering / Industrial Management / Supply Chain and Operations Management
- Mechanical Engineering Technology / Industrial Engineering Technology
- Comparable majors with similar experiences acceptable

General Skills:

- **Teamwork:** Able to communicate effectively, participate as a member of a team and work well with others to maximize efficiency.
- **Quality:** Familiar with company policies and demonstrates knowledge of relevant procedures and importance of producing quality products.
- **Safety:** Follows general and equipment specific safety rules. Uses appropriate safety protection equipment and other safety devices.
- **Adaptability:** Positive to change.