

OPERATIONS & ADMINISTRATION

EMPLOYER: THE BELDEN BRICK COMPANY

POSITION TITLE: Business Management Intern

SALARY: \$14.00/hr

DEPARTMENT/DIVISION: Accounting

ABOUT THE OPPORTUNITY

The intern would report to Bradley Belden, the President of Belden Brick, and various other departments such as Customer Service, Sales, and Marketing to assist in ongoing or one-time projects.

Primary responsibilities will consist of data updates in our Enterprise Resource Planning (ERP) software. This work will primarily help promote inventory on the ground. The background of this task relates to the fact that there are about 90 million brick (or brick equivalents) on the ground at our facilities in Sugarcreek, OH. While much of this inventory is sold and waiting to be packaged and/or picked up by the customer, there are many lots that are taking up space, but not being promoted for sale.

Belden Brick has robust inventory management software to understand what makes up our 90 million brick, but not all of it is being displayed to our customers via their internet portal which displays only select items. **The task for the intern** would be to identify lots that are not being displayed and recommend to management which lots should be. **Other tasks** could include updated pricing and marketing of these products and well as updating Item Descriptions in our ERP system. This internship would not necessarily be limited to these tasks.

The Marketing Department has other projects to reconcile which products need more resources to properly promote them such as photography and video.

This internship has flexible hours from 12-24 hours per week.

EMPLOYER: KENAN ADVANTAGE GROUP

POSITION TITLE: Fleet Services Intern

DEPARTMENT/DIVISION: Fleet Services

ABOUT THE OPPORTUNITY

Creative, fast thinker, organized. Do these describe you? Then look at our Fleet Services department! Here you will gain experience in data entry, multi-tasking, and inter-departmental communication. Fleet is a great start your career at KAG! Within KAG's Fleet Services Division, you will be introduced to a multitude of tasks. These tasks could include creating, filing, and managing warranty claims, support functions across the department, along with other tasks assigned.

ESSENTIAL FUNCTIONS

Working with our Fleet Services, you will aid and support our department efforts in several ongoing projects:

- Over-the-road breakdown center
- Sell truck rehab center
- Distribution Center for certain parts
- Increase retail work at KAG shops
- Interact with Fleet Services, Operations and Safety teams
- Streamline processes

QUALIFICATIONS

Minimum qualifications needed to perform the job:

- Must be able to work full time hours onsite during the full internship. Our offices are located in North Canton, OH.
- Currently enrolled in college pursuing an undergraduate degree and entering Junior or Senior year.
- Excellent listening, communication, and interpersonal skills.
- Highly self-motivated and directed with a strong customer service orientation.
- Ability to work on multiple items/projects simultaneously.

Note: The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities and skills required of associates so classified. Management retains the right to assign or reassign duties at any time. Job description is subject to change. All employees of the Company are expected to:

- a) Promote positive work habits including effective and timely communication, teamwork, and respect for co-workers.*
- b) Provide constructive guidance to other employees and representatives of third parties.*

Contribute to providing the highest quality of products and services to customers

EMPLOYER: KENAN ADVANTAGE GROUP

POSITION TITLE: Safety Administration Intern

DEPARTMENT/DIVISION: Safety Department

PURPOSE:

The purpose of this position is to provide strong administrative support for the Safety Department.

JOB DUTIES

- Written and verbal communication with customers, insurance companies, and field personnel
- Assist with filing of safety training and qualification items
- Distribution of supplies as needed
- Data-entry for training, expirations, new-hire items, etc.

INTERN 1

- Gather and maintain safety reports
- Assist with DOT (Department of Transportation) compliance
- Process driver qualification items and file accordingly
- Assist with review and audit of new driver files for compliance
- Communicate with drivers via phone and email regularly
- Communicate with clinics, government agencies, and third-party administrators

INTERN 2

- Assist with development and coordination of newsletter
- Communicate major broadcast communications directly to drivers
- Gather and maintain safety reports
- Assist with DOT (Department of Transportation) compliance
- Process incident reports and assemble supporting documents
- Update and revise safety and security manuals
- Update and revise existing training presentations and videos

QUALIFICATIONS:

- High School Graduate or equivalent
- Organized and detail oriented
- Must be able to pay attention to detail
- Proficient with basic computer skills
- Clear written and verbal communication
- Good time management skills
- Strong reporting skills

EMPLOYER: CITY OF MASSILLON

POSITION TITLE: Administrative Assistant Intern

SALARY: \$20.28/hr

ABOUT THE OPPORTUNITY

This position may be ideal for someone that is interested in or majoring in political science or business. It will provide an opportunity to experience the inner workings of a government organization, including helping with projects within the following departments: Mayor's office, Safety Service, Community Development, Economic Development, and Income Tax Department.

DUTIES

Perform organizational and clerical tasks, such as sorting mail, organizing files, answering phones, etc.

Use software technology, such as Microsoft Word, Excel, Publisher, Outlook, etc. to accomplish administrative tasks

Perform errands offsite related to City projects and administrative tasks

Assist with summer events, as needed

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to follow written and oral instruction

Ability to work in a fast-paced environment

Ability to perform other related duties as required

SALARY AND HOURS

\$20.28 per hour; 25 hours per week for 8 weeks

The City of Massillon is an equal employment opportunity employer and a drug-free workplace.

EMPLOYER: FRESH MARK

POSITION TITLE: Environmental Health and Safety Summer Internship

SCHEDULE: Monday - Friday

INTERNSHIP PROGRAM OVERVIEW

The summer internship program is a 12-week program that begins with orientation on May 20th and concludes on August 9th. All internships are paid opportunities. Final in-person interviews will take place at our Corporate Office between December 4th – 15th.

BENEFITS OF THE INTERNSHIP PROGRAM

Our internship program provides ample opportunities to participate in volunteer initiatives and positively impact the local community. Additionally, we understand the value of networking and collaboration. Our internship program offers team-building activities to develop skills and connect with other interns and members of leadership and more!

- High-profile, high-impact assignments - You will be involved in assignments that offer a comprehensive understanding of your department while providing insights into Fresh Mark's diverse business operations.
- Coaching and feedback - Our program ensures you receive timely and valuable feedback from leaders genuinely invested in your success.
- Development and training - Day one will be the start of an onboarding and training program designed to set you up for a successful internship and continuous learning.
- Professional networking - You'll have the opportunity to expand your professional network by connecting with leaders throughout the company.
- Community service - Your development includes the opportunity to make a difference in the lives of others by participating in volunteer efforts.

JOB DESCRIPTION SUMMARY

As an Environmental Health and Safety Intern, you'll have the opportunity to learn about Fresh Mark's business operations and while performing the following tasks:

- Ensures compliance with federal, state, and local environmental, health, and safety regulations.
- Complete weekly and annual refresher training as well as new employee orientation.
- Actively guide and participate in efforts to promote safety awareness and increase proficiency of safe work practices.
- Conduct workplace safety assessments.
- Review incident investigations.
- Conduct follow-up investigations.
- Assist in tracking, monitoring and closing action items on corrective/preventative action plans.
- Compile and communicate safety metrics.
- Interpret data to formulate trend analyses.
- Develop facility specific safety awareness training modules.

- Maintain training documentation and records.
- Review and update site procedures and policies as needed.
- Participate in site/corporate audit process.

REQUIREMENTS

- Currently enrolled and pursuing a 4-year degree at an accredited college or university in the following majors: Occupational Safety Management or related field.
- 18 years of age and Junior status by the start of the internship program.
- Excellent communication skills, both written and verbal.
- Experience working with Microsoft Excel, Word, Project, PowerPoint.
- Willingness to learn and work in a team environment.
- Proactive thinker and self-motivated.
- Strong time, project, and organizational management skills.
- The ability to work independently.
- Ability to work well with others in fast paced, dynamic environment.
- Ability to be respectful, approachable and team oriented while building strong working relationships and a positive work environment.
- Adherence to safety practices and Good Manufacturing Practices (GMP).
- Successful completion of pre-employment background check and drug screen.

EMPLOYER: FRESH MARK

POSITION TITLE: Food Safety Quality Assurance Summer Internship

SCHEDULE: Monday - Friday

INTERNSHIP PROGRAM OVERVIEW

The summer internship program is a 12-week program that begins with orientation on May 20th and concludes on August 9th. All internships are paid opportunities. Final in-person interviews will take place at our Corporate Office between December 4th – 15th.

BENEFITS OF THE INTERNSHIP PROGRAM

Our internship program provides ample opportunities to participate in volunteer initiatives and positively impact the local community. Additionally, we understand the value of networking and collaboration. Our internship program offers team-building activities to develop skills and connect with other interns and members of leadership and more!

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- Coaching and feedback - Our program ensures you receive timely and valuable feedback from leaders genuinely invested in your success.
- Development and training - Day one will be the start of an onboarding and training program designed to set you up for a successful internship and continuous learning.
- Professional networking - You'll have the opportunity to expand your professional network by connecting with leaders throughout the company.
- Community service - Your development includes the opportunity to make a difference in the lives of others by participating in volunteer efforts.

JOB DESCRIPTION SUMMARY

As a Food Safety Quality Assurance Intern, you'll have the opportunity to learn about Fresh Mark's business operations and while performing the following tasks:

- Final product approval and assurance of compliance to customer specifications.
- Daily assessment of process quality parameters and quality assurance systems, including calibration, raw materials, maintenance, procedures, food safety, training, and auditing.
- Data analysis, trend identification, troubleshooting, corrective action, and communication with regards to processing data, final product, and wastewater.
- Operate and maintain lab, control room, and in-process instrumentation.
- Dispose of hazardous wastes (biological and chemical).
- Perform miscellaneous job-related duties as assigned (i.e., Process improvement projects, development and modification of Food Safety and Quality procedures and documents and assisting with process start-ups and projects).

REQUIREMENTS

- Currently enrolled and pursuing a 4-year degree at an accredited college or university in the following majors: Food Science, Animal Science, Meat Science, Microbiology, Biochemistry, Chemistry, Biology, or a related technical science degree.
- 18 years of age and Junior status by the start of the internship program.
- Excellent communication skills, both written and verbal.
- Experience working with Microsoft Excel, Word, Project, PowerPoint.
- Willingness to learn and work in a team environment.
- Proactive thinker and self-motivated.
- Strong time, project, and organizational management skills.
- The ability to work independently.
- Ability to work well with others in fast paced, dynamic environment.
- Ability to be respectful, approachable and team oriented while building strong working relationships and a positive work environment.
- Adherence to safety practices and Good Manufacturing Practices (GMP).
- Successful completion of pre-employment background check and drug screen.

EMPLOYER: EMPLOYERS HEALTH

POSITION TITLE: Client Solutions Intern

REPORTS TO: Client Solutions Team Lead

LOCATIONS: Canton

JOB SUMMARY:

This client solutions internship position will provide an invaluable learning experience with a growing organization. The Client Solutions Team is responsible for managing relationships with Employers Health clients (large employers – avg 3,000 employees) to achieve high engagement, satisfaction and retention. It accomplishes these objectives by providing consultative recommendations to clients regarding the client's pharmacy benefit, addressing client concerns regarding contracted vendors, and reviewing and presenting client reporting. This intern position will offer exposure to these activities. The ideal candidate will be energetic, self-motivated and able to manage multiple projects. He/she will bring to the table excellent organizational, planning and prioritization skills. The paid internship position will be based in the organization's Canton, Ohio office.

ESSENTIAL JOB FUNCTIONS:

- Support implementation of strategies and tactics to drive client engagement, satisfaction and retention.
- Observe the processes for "onboarding" a new client.
- Develop an understanding of the Employers Health purchasing programs and services.
- Provide timely internal communications to the EH team as needed.
- Observe the resolution process of complex issues until client is satisfied with outcome.
- Learn to run and present reports and analyses from Salesforce to internal stakeholders.
- Learn about the role of consultants, brokers and other third-party advisors in the HR and employee benefits space.
- Attend meetings with vendors and clients.
- Understand and comply with all Employers Health policies.
- Demonstrate teamwork and collaboration that foster an engaged and highly productive team.
- Attend corporate meetings and events.

SKILLS REQUIRED:

Proficient in business technology, including Microsoft Office (Word, Excel, PowerPoint).

- Good written and oral communication, organizational, planning and prioritization skills.
- Ability to influence, persuade and build trust to achieve desired outcomes.
- Exceptional client service and relationship building skills.

- Attention to detail.
- Self-motivated, energetic, self-starter.
- Proficient in Salesforce or similar CRM system a plus

POSITION REQUIREMENTS:

- Graduated from or currently enrolled in a bachelor's degree program with an emphasis or focus on business, marketing, sales, health care or a related discipline or equivalent internship experience
- Demonstrated desire to pursue a career in business
- Valid driver's license

SUPERVISORY RESPONSIBILITIES:

- No supervisory responsibilities

This JOB DESCRIPTION is intended to describe the general nature and level of work to be performed by the people assigned this classification. It is not to be construed as an exhaustive list of all the responsibilities, duties and skills of the personnel so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time, as needed.

EMPLOYER: THE SCHAUER GROUP

POSITION TITLE: Operations Intern

ABOUT SCHAUER GROUP, INC.

Schauer Group, one of the largest independently owned insurance and risk management firms in Ohio, provides business insurance, employee benefits, surety bonding, risk management consulting and personal insurance to a wide variety of clients around the country. Our unique risk management approach allows us to work with clients to make decisions and implement customized plans that will minimize adverse effects of losses to an organization.

Our highly trained professional staff delivers best-in-class service to our clients, achieving an industry-leading 95% client retention rate.

We've been in Northeast Ohio for nearly 100 years, proving our strong commitment to our clients, our associates and our community. We are committed to developing new talent that will help to lead our dynamic and growing organization into the next generation.

JOB DESCRIPTION/PRIMARY RESPONSIBILITIES

Operations Intern will primarily assist in supporting client needs in the Employee Benefits department. Operations Intern will work closely with client service team to help refine processes, gather client census data, prepare client proposals, assist with group employee enrollments and changes, generate online quotes and maintain client files. This position reports to the Operations Manager.

Client service support

- Assist with client health insurance enrollments, changes and terminations
- Maintain electronic client files in agency management system
- Scan client documents
- Assist in reviewing and processing new and renewal health insurance policies

Client Benefits Administration tasks

- Review insurance company invoices; compare to employee deduction reports
- Review daily terminations; identify employees enrolled in benefits and flag for CSR follow up Assemble and mail monthly benefits offer packets

Agency support

- Backup for Receptionist and Document Manager
- Assist Document Manager with restructuring and organizing the agency file room

Internal collaboration

- Proactively work with the client service team to maintain high client satisfaction and retention
 - Develop strong working relationships
 - Assist in identifying opportunities to improve and streamline current processes
 - Maintain high level of communication

Quality management

- Learn and follow all ISO 9001 quality management system procedures and work instructions

Other duties as assigned

DESIRED SKILLS AND EXPERIENCE

Education/Certification

- Bachelor's Degree from Accredited College or University

Required Knowledge/Skills

- Demonstrates willingness to learn from team members, express ideas, listen and respond appropriately
- Intermediate level computer skills in Windows, Outlook, Word, Excel and Adobe
- Excellent communication skills – written, verbal and listening
- Excellent organizational and time management skills
- Attention to detail and accuracy
- Enjoys a fast-paced environment

Critical Behavior Traits

- Positive attitude
- Problem solver
- High integrity
- Adaptable
- Factual
- Articulate
- Efficient
- Detail-oriented

EMPLOYER: THE SCHAUER GROUP

POSITION TITLE: Business Insurance Intern

ABOUT SCHAUER GROUP, INC.

Schauer Group, one of the largest independently owned insurance and risk management firms in Ohio, provides business insurance, employee benefits, surety bonding, risk management consulting and personal insurance to a wide variety of clients around the country. Our unique risk management approach allows us to work with clients to make decisions and implement customized plans that will minimize adverse effects of losses to an organization.

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JOB DESCRIPTION/PRIMARY RESPONSIBILITIES

Business Insurance Intern will primarily assist in supporting client needs in the business insurance department. Intern will work closely with the client management team to help process insurance policies, maintain client files and address client inquiries. This position reports to the Director, Business Insurance.

Client service support

- Conduct pre-processing and processing of new and renewal commercial policies, endorsements, cancellations and audits
- Retrieve, assemble, and deliver client policies and endorsements via email and mail
- Issue and manage system activities, including PROC and PROD
- Update and maintain electronic client files in agency database system
- Work closely with client service team to maintain high client satisfaction and retention

Operations support

- Printing for all departments
- Back-up for front desk
- Mail scanning

Training and mentorship

- Learn insurance basics – terminology, coverage types, form design, etc.
- Participate in the Schauer Group mentoring and training program for all interns

Other

- Learn and follow all ISO 9001 quality management system procedures and work instructions
- Network and build meaningful professional relationships with individuals
- Complete a major project that will be assigned at the beginning of the internship
- Other tasks as assigned

DESIRED SKILLS AND EXPERIENCE**Education/Certification**

- Bachelor's Degree from Accredited College or University

Required Knowledge/Skills

- Demonstrates willingness to learn from team members, express ideas, listen and respond appropriately
- Intermediate level computer skills in Windows, Outlook, Word, Excel and Adobe
- Excellent communication skills – written, verbal and listening
- Excellent organizational and time management skills
- Provide excellent day-to-day customer service
- Attention to detail and accuracy
- Enjoys a fast-paced environment
- Exceptional problem solving and analytical skills
- Self-motivated and task oriented
- Ability to maintain confidentiality

Critical Behavior Traits

- Positive attitude
- Problem solver
- High integrity
- Adaptable
- Factual
- Articulate
- Efficient

EMPLOYER: FRESH MARK

POSITION TITLE: Production Supervisor Trainee

SCHEDULE: 1ST & 2ND Shift

LOCATIONS: Massillon or Canton

INTERNSHIP PROGRAM OVERVIEW

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- Coaching and feedback - Our program ensures you receive timely and valuable feedback from leaders genuinely invested in your success.
- Development and training - Day one will be the start of an onboarding and training program designed to set you up for a successful internship and continuous learning.
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- Community service - Your development includes the opportunity to make a difference in the lives of others by participating in volunteer efforts.

JOB DESCRIPTION SUMMARY

The Production Supervisor Trainee internship is for individuals with an interest in becoming a Production Supervisor after graduation. As a Production Supervisor Trainee, you will work and train on production lines associated with the processing and packaging of smoked meat products. The successful candidate will learn process control through hands-on experience, management of production lines, and the leadership required to accomplish tasks through proper motivation of team members.

As a Production Supervisor Trainee, you'll have the opportunity to learn about Fresh Mark's business operations and while performing the following tasks:

- Physically work in the production setting.
- Attend management meetings.
- Participate in decisions that enhance plant P&L.

- Participate in employee meetings that:
 - Establish expectations for Safety, both product and personal.
 - Define operations objectives/goals.
 - Create an awareness of consumer demands.
 - Provide an understanding of appropriate raw material utilization.
 - Provide simple accounting standards as applicable to production.
 - Anticipate problems in equipment/material before they arise.
 - Participate in creation of reports required in the production process.

REQUIREMENTS

- Currently enrolled and pursuing a 2-year or 4-year degree at an accredited college or university. All majors will be considered in conjunction with the career goals of the candidate.
- 18 years of age by the start of the internship program.
- Prior work experience required. Prior leadership experience is a plus.
- Excellent communication skills, both written and verbal.
- Experience working with Microsoft Excel, Word, Project, and PowerPoint.
- Willingness to learn and work in a team environment.
- Proactive thinker and self-motivated.
- Strong time, project, and organizational management skills.
- The ability to work independently.
- Ability to work well with others in a fast-paced, dynamic environment.
- Ability to be respectful, approachable, and team-oriented while building strong working relationships and a positive work environment.
- Adherence to safety practices and Good Manufacturing Practices (GMP).
- Successful completion of pre-employment background check and drug screen.