

Integration Center & Warehouse Interns

- US-NJ-Swedesboro

Overview

In this role interns will perform to standards in multiple functions within the Main Warehouse and Integration Center to include, but not limited to: Assemble, install, and configure hardware and software. Use diagnostics to perform testing on configured or assembled computers and related type products. Troubleshoot problems that may occur during the performance of their duties by using technical support from within the department. Unpacking and repackaging inbound and outbound materials in preparation for integration or shipping. May utilize various types of material handling equipment.

Essential Duties and Responsibilities:

- Performs to standards in multiple functions (i.e., productivity, performance, safety, quality, etc.)
- Rotates from function to function within the Distribution, Logistics, and Integration Centers to include handling inbound and outbound materials in preparation for shipping/receiving and inventory control. Unpacking/repackaging, labeling, tagging packages.
- Data capture, basic integration processes (tagging, scanning, etc.)
- Installs, configures, tests, and diagnoses hardware and software on computers and computer-related equipment.
- Assembles computer and related products in accordance to work instructions.
- Logs and tracks orders accurately using established procedures.
- Troubleshoots problems that occur while performing configurations.
- Attends and completes continuous training in new software and hardware releases.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Able to transport up to 50 lbs.
- Able to effectively use relevant material handling equipment.
- Able to use relevant computer system, applications (which may include spreadsheets, word processors, databases, etc.) at a basic level.
- Able to troubleshoot system-related problems.
- Able to recognize and attend to important details with accuracy and efficiency.
- Able to adjust readily to change and adapt as needed.
- Able to take direction and build solid, effective working relationships with others.
- Able to execute instructions and to request clarification when needed.
- Able to perform basic mathematical calculations.
- Maintains a safe and clean working environment.
- Replenishes workstations with supplies if needed.
- Meets attendance and punctuality standards.

Working Conditions:

- Distribution center environment. High noise levels.

Cultural Competency Requirements:

- We are a multi-cultural environment, and we pride ourselves on being a welcoming place of work where we celebrate inclusion and champion people from a multitude of backgrounds. Diversity is one of our fundamental shared values.