

Process Manufacturing Intern

Job Description:

The Process Intern will work for 3 months, 40 hours per week through the summer to help implement process improvements, streamline documentation and complete projects.

Duties include review of document control processes, updating and streamlining document change, monitoring overall process performance and developing solutions to a broad range of technical issues. The Process Intern will collaborate across the organization on efforts involving document control, customer change processing, top quality and continuous improvement.

Duties and Responsibilities:

- Work collaboratively in a team to document and implement improvements
- Collaborate with program mentors and champions to identify best methods for automating and controlling processes and documentation
- Initiates and/or updates documentation of processes into work instructions and training guides
- Provide regular (weekly) updates to Engineering, Production and leadership teams
- Compares existing manufacturing practices with external benchmarks and industry best practices and proposes appropriate improvements. Interest in learning Forging industry standards a plus!
- Leads projects to resolve production document control, capacity and technology capability issues
- Participates in internal process reviews to ensure compatibility of prints, process and understanding of customer requirements to meet customer needs

Essential Knowledge and Skills:

- Project management and problem solving with the ability to make data-based and ethical decisions, beneficial
- Eagerness to learn quickly
- Excellent communication and interpersonal skills including strong verbal, writing and presentation skills
- Excellent Computer skills

- Eagerness to participate effectively in cross-functional teams

Education and Experience:

- Completed Freshman year earning Bachelor's degree in Engineering or Business
- Knowledge of Microsoft computer programs
- Experience/Interest troubleshooting and working in teams

Job Types: Full-time, Temporary

Pay: \$18.00 per hour

Schedule:

- Day shift
- Monday to Friday

People with a criminal record are encouraged to apply

Work Location: In person