

KIRK'S

FAMILY OF NATURAL BRANDS

ERLANGER KY 41018 | KFONB.COM | 859.647.0777

OPEN POSITION AT KIRK'S FAMILY OF NATURAL BRANDS:

OPERATIONS INTERNSHIP

IDEAL START DATE: OPEN

JOB DESCRIPTION

The position involves a broad range of supply chain, product development, and operations related responsibilities. This internship is primarily project-based work focused on improving internal processes and creating new processes to develop positive growth within the supply chain. We're seeking candidates with strong critical thinking and problem-solving skills. Candidates whom have completed coursework related to supply chain or project management is preferred.

RESPONSIBILITIES/JOB DUTIES

- Reconcile inbound inventory against invoices
- Product/BoM audits
- Quality control audits
- ERP to CRM integration
- File & Data Management
- Building standardize documents to support cross department
- Inventory Reconciliation

DETAILS

Hours: 25 hours per week; will be a mutually agreed upon work schedule. Open to Summer/Fall work

Directly Reports to: Supply Chain Manager

Job Type: Internship (3 days/week in office)

Salary: \$15/hour

Work Location: Erlanger, KY

Work Remotely: No

Qualified candidates please send your resume to

Email: thien@kirksnatural.com

Subject Line: Operations Internship Application

QUALIFICATIONS

- **GPA:** 3.0
- Basic math, reading, writing, organizational skills, and problem-solving capabilities
- Meet background verification requirements
- Strong written and verbal communication skills
- Some college course work in Supply Chain, operations, etc. preferred
- Knowledge/Familiarity with Microsoft office, strong excel skills preferred
- QuickBooks experience is a plus

ABOUT US

Our business is family owned and operated by two second generation sisters, Molly & Katherine Oliver. With a growing portfolio of over 80 natural personal care products ranging in distribution at Walmart, Kroger, Publix, Amazon and more - we are just getting started!

Come join us!

CELEBRATING OVER 180 YEARS.

KIRK'S NATURAL | SOUTH OF FRANCE NATURAL BODY CARE | THE GRANDPA SOAP COMPANY