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

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

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

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!