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Procurement Intern

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Company: Mestek Machinery, Inc

Location: Cedar Rapids

Category: other-general

Mestek Machinery is the industry-leading designer and manufacturer of the most complete, productive, and innovative metal forming solutions for the fabrication of HVAC sheet metal ductwork and fittings. Our family of brands– Engel Industries, Iowa Precision, and Roto-Die have people with decades of experience addressing every facet of the HVAC duct industry.

Essential Duties-

Understand the overall concept of Mestek Machinery, including products, department goals, and other aspects of service.

Provide suggestions to management for improving customer service and internal processes.

Learn and become proficient on internal software.

Prioritize and bolster plant safety protocols.

Undertake cost analysis for various projects.

Document intricate processes to ensure consistency and clarity.

Analyze and enhance capacity utilization.

Streamline assembly flow, targeting a reduction in personnel per machine per day.

Efficiently manage inventory.

Ensure quality by inspecting materials.

Play a pivotal role in quality control processes.

Proficiency in tools like MS Office products.

A knack for analytical and statistical problem-solving.

Ability to work autonomously and demonstrate initiative.

Other duties as assigned depending on the placed department

Intern Qualifications / Skills:

Verbal communication

Organization

Scheduling

Professionalism

Customer focus

Confidentiality

Education, Experience, and Licensing Requirements:

In 3rd or 4th year of college graduate program

Prior industry experience is preferred

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