



## Warehouse Inventory Intern

The primary duties of this internship are collection for the transition from Manager Plus to Kinetic. The intern team will be working within a group to help tie company part numbers, vendor part numbers, and manufacturer part numbers together. They will also work to update bins with the new Biewer part numbers.

This is a paid internship opportunity (\$16/hour) that will run from mid-May/June through August. Interns must be able to work 40 hours per week. Candidates are not required to be currently pursuing a secondary education.

### Accountabilities

Primary responsibilities will include:

- ▶ Work within a group.
- ▶ Help tie part numbers (Biewer part number, vendor part number, manufacturer part number) together in our system.
- ▶ Working to update our bins with the new part numbers.
- ▶ Responsibly follow all safety procedures and policies.
- ▶ Work together with coworkers to ensure a safe workplace environment and culture.
- ▶ All other duties assigned.

### Qualifications

- ▶ Reading, writing, and math competency demonstrated by a high school diploma or equivalent.
- ▶ Must be able to understand and follow verbal and written instructions.
- ▶ Ability to work independently.
- ▶ Expert-level Excel experience.
- ▶ Ability to research information (part descriptions & part numbers).
- ▶ Computer experience.
- ▶ Highly detail-oriented.
- ▶ Ability to work in a manufacturing setting as the primary work setting is plant supply rooms.
- ▶ Ability to work 40 hours per week.

### ABOUT BIEWER

Biewer Lumber provides its customers with the highest-quality lumber, superior service, and exceptional reliability. Our five fully-automated sawmills, producing both SPF & SYP, are equipped with state-of-the-art technology. The Biewer family of companies also includes three treating and distribution facilities, two manufacturing plants, and a full-service logistics company. As a fourth-generation family-owned company, Biewer holds the highest standards for its products, processes, and people.

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"Safety First" Manufacturing Operations  
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