

2017 Internships – Dot Foods/Dot Transportation

We have 36 internships open for 2017 throughout several different departments. The internship openings are listed below. Please visit our website (www.dotfoods.com/careers) for an individual job description for each internship. The job description below covers the basic information.

Primary Purpose:

This internship position is responsible for training, learning and working with the department he or she interns in and other departments to gain understanding of workflows, processes, and how this department interacts with and impacts other parts of the business. The position will be responsible for a leadership opportunity on at least one project within the interning department involving internal and external partner and Dot senior management interaction. Proficient Microsoft Office skills (Excel, Access, Word, and PowerPoint) skills are necessary. In addition, time will be spent managing or contributing to other projects including support of multiple personnel by preparing reports and spreadsheets using various software and AS400 programs; some projects will be one-time activities; other projects will be ongoing with varying degrees of frequency. Frequent professional communication and professional interaction with internal and external customers to complete jobs is required. By the end of the internship tenure, the intern will have completed a minimum of one assigned project for review and possible implementation within the area they interned in in addition to gaining valuable professional work experience, knowledge and skills.

Essential Responsibilities

- Training and job-shadowing within the area the intern is working in and other departments to gain understanding of workflows and business needs across the company.
- Problem definition, research, data collection, analysis to determine best processes and methods for problem-solving.
- Leadership/ ownership of assigned project(s)
- Create, input, format and update a variety of projects and reports.
- Regular and clear communication with manager and internal and external team members on status of assigned project(s).
- Distribute timely and accurate work.
- Maintain files and generate status information.
- Show professionalism in all skills.
- Present project information at the culmination of the internship to communicate research, findings, analysis and any recommendations.

Occasional Work:

- Identify areas for improvement within current training curriculum.
- Research, spreadsheet development and maintenance as needed.
- Administrative tasks, other projects as assigned.
- Occasional cross-departmental training and project work with other interns.
- Potential for minimal/ limited overnight travel for meetings or training.

Safety Responsibility:

This position assumes responsibility for the workplace safety of self and co-workers, and for the safety conditions of the work location, exercises and promotes safe behaviors and shows unyielding support of programs, rules and policies regarding safety.

Requirements:

- Full-time student in good standing actively pursuing a degree an accredited college or university.
- Degree work towards a Bachelor's Degree is required.
- Minimum cumulative G.P.A. of 3.0 on a 4.0 scale.
- Ability to work a minimum of 350 hours during internship tenure.
- Effective professional verbal, written and interpersonal communication skills.
- Ability to adapt to a fast-paced, challenging work environment.
- Excellent Microsoft Office skills especially in Excel, Word and PowerPoint.
- Ability to manage multiple projects and priorities.
- Minimal overnight travel may be required; ability to independently travel without restriction by all modes of transportation, including car, plane or train to attend meetings and training as needed.

Internships for 2017

CA – Operations Intern
Chicago (University Park) – Administration & Operations Intern
MO – Dot Expressway Intern
GA – Logistics Intern
ID – Warehouse Projects Intern
IL – Accounting Intern
IL – Career Development Intern
IL – Corporate Driver Recruiting/HR Intern
IL – Corporate Safety Intern
IL – Credit Accounting Intern
IL – Customer Service/Customer Development Intern
IL – Facilities Engineering Intern
IL – Information Technology (IT) Intern
IL – Occupational Health Trainer Intern
IL – Pricing Margin Analyst Intern
IL – Replenishment Intern
IL – Supply Chain (Transportation) Intern
IL – Transportation Routing Intern
IL – Warehouse Operations Intern
IN – Administration & Operations Intern
MD – Supply Chain Management Intern
MO – Corporate Writer (Brand Marketing) Intern
MO – Dot Expressway Intern
MO – Sales Intern
NY – Supply Chain Intern
TN – Operations Intern

Posting: This information will be posted on company bulletin boards until September 30, 2016.

To Apply: to apply for this or other open internships, please visit www.dotfoods.com/careers and use the following information:

- Click the "Search Jobs" link on the right side of the page
- Type "internship" into the Keywords section
- All of the open internships will be listed on these pages for your review. You can click on the blue title to see the job description or the orange apply link to apply.
- Once you click on the 'Apply' link for a specific position, you will set up a user name and password to start the application process.

Current Dot/ DTI employees, please note the following: To apply for this or other open positions, please visit <http://www.dotfoods.com/employee-links/> and use the following information –

- Click "Job Postings and Applications"
- Type "internship" into the Keywords section
- All of the open internships will be listed on these pages for your review. You can click on the blue title to see the job description or the orange apply link to apply.
- If you have an application/ resume in the on-line application system, please make certain it is updated with your most current information before applying to posted positions.
- Current Dot Foods/ Dot Transportation employees must have manager approval and meet minimum job requirements before applying to positions.

This position is open to internal and external applicants. Please contact HR Recruiting/Staffing with questions.

Dot Foods is an equal opportunity employer