

Say Yes Buffalo Internship Program Posting Submission Form

Organization Name: Power Drives, Inc.

Location: 801 Exchange Street

Website: www.powerdrives.com

Submitter Name: Lindsey Sands

Position Title: HR Generalist

Email Address: l.sands@powerdrives.com

Position Supervisor & Title: Lisa Dugan, Sourcing Manager

Email Address: l.dugan@powerdrives.com

Internship Title: Purchasing Intern

Internship Duties and Responsibilities:

(No more than 30% clerical tasks)

- Expediting.
- Delay/Advance Report management.
- Order Acknowledgement Filing management.
- Non-Inventory Purchase Orders management.
- Receiving Problem management.
- Maintain/modify purchasing parameters in the ERP system.
- Other duties and responsibilities as assigned.

Minimum Requirements:

- Say Yes Scholar in good academic standing
- Must be working towards a degree in supply chain or business management. Must be a Sophomore or higher.
- Ability to work under pressure.
- Strong knowledge of MS Office (Word, Excel, Outlook)
- Strong analytical and problem-solving skills.
- Ability to communicate effectively with people at all levels of the organization and external contacts.
- Ability to establish and maintain effective relations with PDI team members.
- Strong organizational and interpersonal skills.

- Models the teamwork philosophy and PDI's core values.

Duration of employment: Summer Internship (10 week minimum)

Compensation: \$12.00/hour

- NOTE: Any determination regarding academic credit will be made by the intern's academic department.

Accommodations:

- The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns. Organizations should indicate in their internship descriptions reasonable ways in which they can accommodate candidates with disabilities.

To apply: Submit your resume and cover letter to buffalointernships@sayyestoeducation.org

Deadline: Until filled