

SAY YES BUFFALO INTERNSHIP OPPORTUNITY SUBMISSION FORM

Organization Name: Harmac Medical Products, Inc.

Location: 2201 Bailey Avenue, Buffalo, NY 14211

Website: www.harmac.com

Organization Description and Core Values: Harmac Medical Products, Inc, is an innovative, full service contract manufacturer of single-use medical devices, serving the global marketplace for more than 35 years. With locations in the United States, Ireland and Mexico, Harmac provides integrated technical solutions and full manufacturing services for companies of all sizes including leading Fortune 500 med-tech companies. Harmac offers expert capabilities at every step of the manufacturing process – from concept, design and prototyping to manufacturing, packaging and sterilization. We are proud to deliver results to leading medical device companies around the globe.

Our core values are honesty, integrity and respect.

Our vision is “Changing the lives of patients, employees, and the communities in which we work.” Our Buffalo NY corporate location created the Bailey Green Initiative in 2008 to support the Bailey-Genesee neighborhood where many of our employees live. There may be some limited opportunities in 2022 to work with the community or to participate in internal opportunities that will help the neighborhood and Buffalo organizations.

Contact: Katelyn Grimaldi, HR Generalist

Internship Title: Accounting Intern

Internship Duties and Responsibilities:

- 100% on site position
- Assist in accounts payable processing
- Assist in accounting projects such as inventory costing, new supplier account set up, general ledger reconciliations.

Minimum Requirements:

- Say Yes Buffalo Scholar in good academic standing – must be at least a rising college Sophomore; recent Say Yes Buffalo college graduates may also apply

Preferred Requirements:

- Comfortable with Excel, MSWord, and MS PowerPoint
- Comfortable with English
- Completed some Accounting coursework
- Collaborative and team focused mind set
- Detail fanatic

Intern takeaways:

Organization and planning; communication; gain knowledge, skills & experience in Accounting; build relationships

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Duration of employment: Up to 40 hours a week. Daily schedule may be a start time between 7 and 8:30 am . This will be determined upon hiring. Up to 10 weeks.

Compensation: _16.00_ hour per week during the summer

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. Accommodations are determined through an interactive process with the employee. Harmac is an Equal Employment Opportunity employer.

Other hiring requirements:

Harmac does require a pre-employment drug screen. The location and cost of the test are the responsibility of Harmac.

To apply: Submit resume to buffalointernships@sayyesbuffalo.org. **If necessary, Say Yes staff may send you suggestions before we send your cover letter and/or resume to the employer(s). In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.**

By applying to this internship, you are agreeing to the application agreement which can be found beneath the internship postings on our website.

Deadline: April 10, 2023

Interviews: Interviews can occur prior to the submission deadline pending on schedule availability of hiring supervisor.

Please note that internships are competitive and not every scholar will receive an interview. If you are selected for an interview, the employer will contact you directly.