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**Organization Name**: Sealing Devices Inc.

**Location:** 4400 Walden Avenue, Lancaster, New York, 14086

**Website:**  www.sealingdevices.com

**Organization Description and Core Values:** Sealing Devices is one of the largest, privately held manufacturers and distributors of sealing products in the country committed to its Customers, Employees & Community. We offer Superior Products, Innovative Solutions and Exceptional Service delivered by a family of industry experts dedicated to empowering our customers and business partners. We need people like YOU to help us grow.



**Position Supervisor & Title:** Production Supervisor Team

**Internship Title:** Manufacturing Associate

**Internship Duties and Responsibilities:**

-Internship will be in-person

-Assemble and prep all items prior to shipment of products

-Sort, prepare, and pack finished items

-Receive, process, locate parts/product/shipments in warehouse

- Ensure product meets customer specifications

- Follow standard work instructions as assigned

- Any other task/activity assigned by the supervisor within the scope of the fabrication system

-Report quality problems to applicable supervisor

**To apply:** Submit cover letter & resume to info@sayyestoyourcareer.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:**

**Interviews:** Employers, please state if interviews will take place on a rolling basis or only after the submission deadline. 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.

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-Responsible to follow departmental procedures and work instructions as written and recommend improvements as necessary

-Maintains safe and clean working environment by complying with policies, guidelines, and regulatory requirements per the Sealing Devices Quality System.

**Minimum Requirements**:

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

**Duration of employment:** 10 weeks, full time, 40 hours

**Compensation:** $16.20/hour

**Transportation:** Scholar will be required to use your own vehicle to/from the internship site. Please note the location is Lancaster, NY.

**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.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Sealing Devices, where employment is based upon personal capabilities and qualifications without discrimination because of race, creed, color, religion, sex, age, national origin, disability, marital status, familial status, military status, gender identity or expression, predisposing genetic characteristic, domestic violence victim status, sexual orientation or any other protected characteristic as established by law. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

Sealing Devices is committed to providing reasonable accommodations to enable employees with disabilities (as defined by the American with Disabilities Act) to perform the essential functions of their jobs.

**To apply:** Submit a 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.**

**Deadline:** June 15, 2023

**Interviews:** Interviews: In-person at Sealing Devices offices

*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.*