



INTERNSHIP DESCRIPTION—MATERIALS EXPEDITOR

\$17/HOUR

MAXIMUM HOURS/WEEK- 29

MAXIMUM LENGTH- 2-6 MONTHS

workNet DuPage is looking for a WIOA Young Adult program participant for an internship as Materials Expeditor for [Americraft](#) in Downers Grove. Americraft specializes in home improvement projects and the company mission is to create finished spaces that exceed customer's expectations. Americraft has built a solid reputation not only for superb craftsmanship but also for excellent customer service skills.

This could be a great fit for you if any of the following are true:

- You're interested in working in an office environment
- You enjoy talking to people and providing great customer service
- You enjoy working with computers
- You are detail-oriented
- You're curious about how companies buy and price goods and materials

At completion of this internship, you will be able to add valuable workplace skills to your resume such as Data Entry, Experience in Procurement and Purchasing, Vendor Relations, Customer Service, etc.

As with all internships, the experience, opportunity, and exposure to other professionals you gain in this position could lead your career and future down a variety of different paths, including Procurement, Purchasing, Supply Chain Management, Administrative Assistant, Office Management, and more!

Description

You will report to the Office Manager and will perform the following jobs:

- Answer incoming calls and place outgoing calls to suppliers with the goal of gathering and recording information on pricing/availability of materials and goods
- Enter information into an Excel spreadsheet
- Communicate pricing to customers
- Place orders with suppliers
- Greet in-store customers



What you need to do the job

- Willing to learn- training will be provided
- Dependable and knows how to work— good attendance, be on time
- Ability to operate a computer and computer programs, including Microsoft Office and Excel
- Strong attention to detail
- Comfortable talking to customers on the phone and in person
- Conscientious to colleagues and customers

Americraft
2201 Curtiss St, Suite A
Downers Grove, IL 60515
<https://americraft1.com/>

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Interns may perform other related duties as negotiated to meet the ongoing needs of the organization.