



INTERNSHIP DESCRIPTION—MATERIAL HANDLER

\$15.50/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 an Order Processor for [MSC Direct](#) in Hanover Park. MSC Industrial Supply, Inc. is a leading North American distributor of metalworking and maintenance, repair and operations, MRO products and services. With over 75 years of experience, MSC is dedicated to helping customers drive greater productivity, profitability, and growth. MSC features over 1.5 million products ready-to-ship.

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

- You're interested in working in a warehouse and fast-paced environment and want to start building your skill set for the fastest growing industry in DuPage
- You don't want to work at a desk and would prefer a job that requires physical activity and constant movement
- You are good at paying attention to detail and enjoy seeing immediate results from your work
- You're interested in gaining exposure to a company culture that fosters the sharing of ideas and engagement in the community

At completion of this internship, you will be able to add valuable workplace skills to your resume such as Order Fulfillment, Material Handling, Shipping and Receiving, Cycle Counts, and more!

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, Forklift Operator, Heavy Equipment Operator, Quality Assurance, Inventory Management, Warehouse and Operations Management, etc.

Description

You will report to the Order Processing Supervisor, the Shipping-Receiving Supervisor, and the Inventory Control Manager and will perform the following jobs:

- Count, weigh, or measure—manually or with material-handling equipment—incoming and outgoing items to compare identifying information and variety against bills, invoices, orders, or other records.
- Inspect all material/shipments for quality issues, overages, or shortages; report findings to supervisor; and take corrective action as needed.



- Use hand tools to open containers and load and unload materials to/from pallets, trays, racks, and shelves by hand or with powered equipment.
- Route, count and inspect items while loading and unloading carts or trucks and deliver/return items to correct warehouse locations.
- Accurately select product, fill orders, issue requested materials and supplies, document transactions, and maintain accurate records.
- Transport product and secure cargo properly and safely.
- Train cross-functionally in other departments and functions to support business requirements.
- Always follow safety guidelines, meet specified productivity and quality expectations, and participate in Work Clean program.

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.
- Must be able to lift to 60 pounds (US) and push a wheeled cart weighing up to 150 pounds (US).
- Must be able to stand on hard surfaces for extended periods of time.
- Must be able to read and write in English.
- Ability to effectively communicate and follow instructions in oral and written form.
- Must be able to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals with or without hand-held calculators.
- It is important that all individuals who work at MSC comply with the President's mandate to be fully vaccinated
- Must be able to pass a drug test

MSC Direct
1575 Hunter Rd
Hanover Park, IL 60133
<https://www.mscdirect.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.