



## **INTERNSHIP DESCRIPTION—ORDER PROCESSOR**

**\$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, in a 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:

- Counts, weighs, or measures incoming or outgoing items to compare identifying information and variety against bills, invoices, oral instructions, orders, or other records; may use manual means or material handling equipment.



- Inspects/examines all material/shipments for quality issues, overages or shortages and reports findings to supervisor; takes corrective action as required.
- Opens containers, using steel cutters, blades, or other hand tools; loads and unloads materials onto or from pallets, trays, racks, and shelves by hand or by utilizing proper power lift equipment.
- Participates in routing, counting, and inspecting items while loading and unloading carts or trucks; delivers and returns items to correct locations within the warehouse.
- Selects product and processes orders accurately as instructed manually and by computerized warehouse management operating system.
- Fills orders and issues materials and supplies per requests; documents transactions appropriately; keeps accurate records.
- Transports product and secures cargo properly and safely with weight evenly distributed.
- Ensures that product staged and stored is placed in safe areas and at safe heights.
- Remains alert regarding safety procedures and proper handling of hazardous materials, taking care to work within warehouse safety guidelines and government regulations.
- Performs inspection of and maintains cleanliness of work areas.
- Utilizes computerized system to accomplish tasks.
- Actively participate in general housekeeping activities.
- Assists with periodic physical inventory activities.

### **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.