



INTERNSHIP DESCRIPTION—GENERAL LABORER – GLENDALE HEIGHTS

\$19/HOUR

MAXIMUM HOURS/WEEK- 29

MAXIMUM LENGTH- 4-6 WEEKS

workNet DuPage is looking for a WIOA Youth program participant for an internship as a General Laborer for Nidec-Shimpo in Glendale Heights. Nidec-Shimpo is a leading supplier in drive technology and gearing solutions to the industrial marketplace with the development of mechanical variable speed power trains - three business units: power transmissions, ceramics equipment and press machinery. Well-known nationally and globally!

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

- You're interested in working in a warehouse or manufacturing environment and want to start building your skill set for the fastest growing industry in DuPage
- You would like to gain exposure and see what careers are like in a work environment with a variety of product developments and state of the art design in drive technology.
- 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

At completion of this internship, you will be able to add valuable workplace skills to your resume such as Picking/Packing, Shipping and Receiving, Attention to Detail, Inventory Control etc.

As with all internships, the experience, opportunity, and exposure you gain in this position could lead your career and future down a variety of different paths, including TDL and Manufacturing!

Description

You will be responsible for assisting in day-to-day operations, preparing orders by processing requests and supply orders, pulling materials, packing boxes. placing orders in delivery area and storing inventory in accessible manner.

- Accepting delivery of inventory.
- Sorting and placing warehouse items, as directed by organizational standards.
- Maintaining inventory controls.
- Inspecting inventory for damage and faults.
- Communicating errors to relevant parties.
- Marking and labeling stock.
- Storing inventory in accessible manner.



- Assisting shipping and receiving by unloading trucks and checking in products or materials.
- Preparing orders by processing requests, pulling orders, packing boxes, and transporting packages to the shipping area and print labels.
- Wrapping and banding outgoing shipments on pallets.
- Building loads with forklift and pallet jack.
- Loading and unloading delivery vehicles.
- Ensuring through housekeeping and safety habits.

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 10+ lbs. and lift move up to 50 lbs.
- Attention to detail – careful worker.
- Ability to read and comprehend instructions.
- Able to learn how to operate technical hand tools/computers, forklifts.
- Good organizational skills.
- High School diploma or GED preferred.

Nidec-Shimpo America Corp
175 Wall Street
Glendale Heights, IL 60139

<https://www2.nidec-shimpo.com/>