**Management Internship 2020**

**POSITION DESCRIPTION:** Paid Management Internship

Works along-side and supports functional managers and supervisors. Gains insight into increasing customer and employee satisfaction while improving profits and gaining the maximum efficiencies of manpower, materials and machines.

Candidates will participate in a paid internship that provides an overview of Production Management in the linen, uniform and facility services andcommercial laundry business, a $18 billion industry that encompasses healthcare linens, food and beverage, and uniform rentals.

**Duties:**

Assist GM/top management in:

* Improving performance in any department (production, marketing/sales, service, administration)
* Establishing financial goals for departments or the entire operation
* Collecting qualitative and quantitative data
* Preparing a variety of reports and maintaining thorough record

**LEARNING OBJECTIVES:**

Qualified to return as management trainee in any function:

* Understanding of the commercial laundering process
* Understanding of how production, sales and service rolls are performed
* Ability to perform multiple roles as a backup to employees currently in these positions
* Ability to orient/train new employees in multiple positions

**QUALIFICATIONS:**

* Current undergraduate enrollment in a related degree
* Strong interpersonal and listening skills, and ability to speak effectively before groups of customers and employees
* Strong negotiation skills to create a win/win/win solution for the Company, employees and customers
* Excellent knowledge of MS Office
* Ability to deal with problems involving employees achieving production standards
* Ability to quickly learn company specific software.
* Strong organizational and time management skills with ability to multi task in fast paced environment.