

# Wakefern Food Corporation

We have the following internship opportunity in the Appy/Food Service/Seafood Division for the summer of 2011.

## **Appy Analyst Intern (Elizabeth, NJ)**

## **Appy/Food Service/Seafood Division**

This internship position is a great opportunity for a person with an analytical background or major to gain hands on experience working with Wakefern's Appy/Food Service/Seafood Division.

The Appy Analyst Intern will maintain the inventory, service level and billing accuracy for Category Managers. The analyst is also responsible for product freshness and specifications. They will perform various procurement related functions. Additionally, the analyst will be responsible for reorder buying.

### **Responsibilities are inclusive of but not limited to:**

#### Procurement Responsibilities:

- Re-order buying and Induction to Vendor Negotiations with specific categories
- Maintenance and tracking truck arrivals
- With product receiving, coordinate and correct any PLU/ UPC discrepancies
- Assist category managers with purchase order submissions when necessary

#### Distribution Responsibilities:

- Daily buying Opportunities to Members
- Special store orders
- Holiday Pre-Committed Items
- Complete all Proration on a Daily Basis

#### Review Responsibilities:

- Correct item description and item code (PLU) numbers

#### Other Responsibilities:

- Interact with ShopRite ownership and operations
- Interact with procurement staff

### **To be considered a candidate must meet the minimum qualifications:**

- Must be at least 18 years old
- Must have completed 24 college credits with a 2.9 cumulative GPA or better
- Must be currently enrolled in undergraduate or graduate school for fall of 2010
- Successful completion of a substance abuse test and background check required
- Strong MS Office skills (Excel, Word and PowerPoint required. Knowledge of Lotus Notes and Access a plus.)
- Valid driver's license and flexibility with regard to travel required
- Strong interpersonal, analytical and customer service skills with the ability to multitask and manage time effectively
- Excellent communication skills (written, oral and presentation)
- Ability to exhibit proper business etiquette when dealing with all levels of the organization
- Previous work experience in a retail environment is beneficial

### **RESUMES MUST BE RECEIVED NO LATER THAN MARCH 25, 2011**

Please submit your resume through [www.shoprite.com](http://www.shoprite.com) or [www.wakefern.com](http://www.wakefern.com) for consideration.  
Additional inquiries can be sent to [InternshipRecruiter@wakefern.com](mailto:InternshipRecruiter@wakefern.com)

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REFLECTS THE COMMUNITIES WE SERVE.**

