

Wakefern Food Corporation

We have the following internship opportunity in the Computer Information Systems Division (CISD) for the summer of 2011.

Senior Mail Clerk (Edison, NJ)

CISD

This internship position is a great opportunity for a student with an inherent interest in technology and curiosity about the processes that go into mailing logistics within a large organization.

As a member of the CIS Division, the Senior Mail Clerk Summer Intern is responsible for coordinating the distribution of all incoming and outgoing mail, packages and reports. This position is responsible for the operation of mailroom equipment, the general housekeeping of mailroom areas, as well as the operation of the satellite mail facility.

Responsibilities are inclusive of but not limited to:

- Sorts and coordinates all mail for distribution to its destination.
- Coordinates storage and retrieval of off-site computer tapes
- Communicates with all Associates within the organization
- Responsible for operation of all mailroom equipment
- Responsible for general housekeeping of the mail room areas
- Reports all problems to supervisor
- Fills in for supervisor during absence
- Required to perform duties as assigned by the supervisor

To be considered, a candidate must meet the minimum qualifications of the position:

- 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 2011
- 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
- Knowledge of mailroom equipment a plus
- Must have the ability to lift heavy boxes (approximately 40+ pounds) as required

RESUMES MUST BE RECEIVED NO LATER THAN MARCH 25, 2011

Please submit your resume through www.shoprite.com or www.wakefern.com for consideration.
Additional inquiries can be sent to InternshipRecruiter@wakefern.com

**EQUAL OPPORTUNITY EMPLOYER COMMITTED TO A DIVERSE WORKFORCE, WHICH
REFLECTS THE COMMUNITIES WE SERVE.**

