

# Wakefern Food Corporation

We have the following internship opportunity in Logistics for the summer of 2011.

## **Summer Intern- Dispatcher (NJ)**

## **Transportation/Logistics**

This internship position is an opportunity for a student majoring in Business Management, Industrial Engineering, or another related field to gain hands on experience working with Wakefern's Logistics Division.

The intern can learn the logistics that go into maintaining a facility that operates 7-days a week and 24 hours a day. The dispatcher will work with and dispatch drivers while working within hours of service availability, customer service objectives and company fiscal objectives. They will also maintain driver's whereabouts and verify driver's daily worksheets and logs electronically. They will also communicate at store level to ensure the best possible customer service is maintained to members.

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

- Fills in during heavy work periods- this is primary weekend and holiday work
- Assists in daily operation of dispatch. Assigns work assignments to both affiliated and non-affiliated driver workforce
- Dispatch in accordance with driver hours of service availability, customer service objectives and company fiscal objectives
- Communicate with store service personnel to ensure the best possible customer service is maintained
- Assists operations manager regarding quality service to stores, Rite delivery program and on-time deliveries
- Maintains, monitors and controls interactive pager system to account for all drivers' whereabouts and communications
- Input data into Trailer Control Computerized System/ Yard Management System
- Receive and verify drivers daily worksheets and logs (computerized)
- Verify and file the daily Vehicle Condition Reports

### **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 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

### **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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