



## Twist Office Products—Internship Description

**Job Title:** Business Management Internship  
**Department:** Sales and Operations  
**Reports To:** TBD  
**FLSA Status:** Non-exempt  
**Location:** Wood Dale, IL and/or Roseville, MN

### SUMMARY

Twist Office Products is primarily a B2B (Business to Business) distributor of a broad range of business products including office, janitorial, break room, industrial supplies, office furniture and informational technology. Twist Office Products is an equal opportunity employer and will not discriminate on the basis of race, color, religion, sex, national origin, disability, or protected veteran status.

We are looking for an intern at Twist Office Products to help our team develop in purchasing and operations. Our summer internship program will provide an opportunity to engage in professional, structured, and supervised projects at either our Wood Dale, IL or Roseville, MN office. Our intern(s) will be assigned a mentor and work on meaningful projects while gaining a deeper understanding of the day-to-day functions of Twist—a multi-facility Company. The intern(s) will have the opportunity to learn about the different divisions of Twist, as well as interact and network with leaders of the company. This internship will introduce a wide variety of business functions throughout the summer.

### Summer Internship

Time Commitment:

- 10-12 weeks
- 8 hrs/day

Twist Office Products provides interns the opportunity to develop important work skills and gain practical experience while working on significant projects to further the mission of Twist Office Products.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Internship will involve some combination of the following activities:

- Provide support for purchasing and operations team
- Lead creation of how-to guides and cheat sheets for employee use
- Analyze operations process and provide recommendations/input for streamlining
- Assist with Business Development projects (internal and/or external)
- Present to senior leadership throughout internship

### QUALIFICATIONS

To perform this internship successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Must have excellent interpersonal skills and follow-up skills
- Proactive problem prevention and issue resolution leadership ability
- Leadership potential
- Proficiency in Microsoft Word, Excel, Internet, and Outlook required
- Ability to learn other software programs
- Strong verbal and written communication skills required
- Ability to work independently and as part of a team

**EDUCATION and/or EXPERIENCE**

- Be actively enrolled in, or a recent graduate of a college/university with a focus on operations, marketing, business or other related program.
- Current students must have at least a sophomore standing.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.