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[www.interchange.co.com](http://www.interchange.co.com)

## Position – Management Trainee Full-Time

**OVERVIEW:** Cross-departmental position that works closely with management to learn warehousing, logistics, transportation and development while performing delegated managerial responsibilities.

**REPORTS TO:** Customer Service Manager, Main Office

**WORK HOURS:** Monday – Friday, 8AM to 5PM

\*\*Weekend hours as tasks/projects require\*\*

### **DUTIES AND RESPONSIBILITIES:**

- Learn the logistics industry by working on assigned projects across company departments (i.e. Customer Service, Operations, Freight, Billing, etc.)
- Interact with managers, supervisors, office personnel, and warehouse personnel to learn and understand how InterChange operates
- Seek cross-departmental opportunity to enhance and streamline processes
- Learn Enterprise Resource Planning (ERP) software and apply acquired knowledge to adapt system processes to meet both operational needs and customer requests
- Assist with gathering the necessary information and configuring/populating new customer accounts in our ERP
- Assist with continual training of daily system users and basic training for new users
- Build, schedule, and assist with presenting bi-weekly “Tech Talk” training presentations
- Extract and analyze system data as required and assist with report design
- Assist with testing system updates/upgrades by testing, documenting and troubleshooting system issues and process challenges
- Schedule and maintain automated reports list
- Creation and implementation of forms for a variety of applications
- Cross departmental projects/tasks as assigned by managing supervisor or management

## Position – Management Trainee

### **PRIOR WORK RELATED EXPERIENCE REQUIRED:**

1. A minimum three years of experience with Microsoft Office suite (Word, Excel, Powerpoint, etc.)
2. Experience/education in business or computer related field(s) a plus

### **MINIMUM QUALIFICATIONS REQUIRED:**

1. Bachelor of Science (or equivalent) degree
2. Eager to learn
3. Flexibility-ability to alter work schedule on short notice to aid with special projects/tasks
4. Communicative-ability to effectively and efficiently communicate both written and verbal
5. Analytical-ability to analyze and document current processes while devising and visualizing ways to improve these processes.
6. Willingness to travel on occasion
7. Willingness to work after hours and weekends as necessary to test, implement, and finalize projects