

# ROCKFORD FOSGATE

**JOB TITLE:** Distribution & Logistics Intern

**JOB DESCRIPTION:**

The Distribution & Logistics Intern will be responsible for assisting the distribution and logistics team in meeting both departmental and corporate objectives. This person will have the opportunity to become an instrumental part of the daily distribution activities, including reporting, inbound and outbound shipment maintenance, internal and external operation execution, and inventory related responsibilities.

**SUMMARY OF KEY RESPONSIBILITIES:**

- Assist/Support Distribution and Logistics department daily
- Liaison between Distribution/Logistics and Customer Service to ensure a positive customer experience
- Operation support between Rockford and our 3PL warehouse partner
- Interface with OEM customers on routing, arranging, and processing shipments
- Assist department by providing support to our preferred couriers, carriers, freight forwarders, etc.
- Coordinate daily inventory compare and cycle count processes
- Assist with domestic dealer and international distributor communication
- Access and navigate Oracle Order Management and Stock Room applications
- Perform data collection, spreadsheet creation, and data analysis
- Up to 25 hours a week can be expected. Intern position, no benefits.

**QUALIFICATIONS:**

- Undergraduate business student with/or pursuing major in Global Logistics Management or Supply Chain Management preferred
- Solid analytical skills and self-motivated
- Proficient user of Microsoft Office Tools: Excel, Word, and PowerPoint
- Ability to effectively communicate to all levels of the organization
- Handle multiple activities simultaneously and ensure accurate and timely completion of tasks
- Willingness to work in a team environment
- Oracle application experience a plus

To learn about Rockford, please visit us at [www.rockfordfosgate.com](http://www.rockfordfosgate.com). We are an equal opportunity employer and value diversity in the workplace.