

708, 793, 843, 709

LA 근교 물류전문 "Insight Logistics"

물류 운영팀, 3자 물류팀, 사무행정, IT/Data 인턴모집



Position Title	City, State	Length	Stipend
1. Logistics Operations Intern 2. 3rd Party Logistics Intern 3. Administrative Intern 4. IT/Data Intern	Santa Fe Springs, CA	12개월	1. \$ 19.00 (Logistics) 2. \$ 20.00 (3rd Party) 3. \$ 17.00 (Admin.) 4. \$ 21.00 (IT/Data)

Job Descriptions & Academic Background	
<p>1. Logistics Operations Intern</p> <ul style="list-style-type: none"> - Manage day to day import/export, air/ocean & transportation operations - Create air/ocean export documentation including MB/L instruction, MAWB, HB/L or HAWB, manifest, invoices, delivery orders and file reports - Manage AR/AP and Profit & Loss report and generate timely A/R, A/P billing and Report Profit & Loss - Monitor all cargoes and provide reports to direct manager to avoid future issues - Closely monitor and communicate effectively with customers throughout the logistics activity and a high volume of e-mails, phone calls and etc. - Set objects and goals within the team and constantly improve operating process - Ability to manage and provide proper trainings to the team members in order to provide excellent customer service. 	<p>2. 3rd Party Logistics Intern</p> <ul style="list-style-type: none"> - Receiving and documenting all inbound & outbound shipments - Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area. - Keeping an inventory of all merchandise entering or exiting the warehouse. - Identifying any missing, lost or damaged materials and immediately notify the supervisor. - Ensuring that all the merchandise is safely and securely packed and labeled for shipping. - Accurately pick items from designated shelves based on provided order lists or computer-generated requests. - Efficiently pack and prepare orders for shipment, ensuring items are securely packaged and labeled correctly - Ability to frequently lift, push, and slide packages that typically weigh up to 50 lbs
경영, 경제, 행정, 경영정보시스템, 무역, 물류 등	경영, 경제, 행정, 경영정보시스템, 무역, 물류 등
<p>3. Administrative Intern</p> <ul style="list-style-type: none"> - Provide general administrative support to the logistics department, including but not limited to managing calendars, scheduling meetings, and handling correspondence. - Assist in maintaining accurate and up-to-date records of shipments, orders, and inventory using our internal systems. - Coordinate with various internal teams and external vendors to ensure timely and efficient delivery of goods. - Prepare and maintain documentation related to shipping, receiving, and logistics operations, such as invoices, bills of lading, and customs forms. - Assist in monitoring and tracking shipments, ensuring they comply with regulatory requirements and customer specifications and etc. - Handle inquiries and provide assistance to internal stakeholders, external clients, and suppliers regarding logistics-related matters. 	<p>4 IT/ Data Intern</p> <ul style="list-style-type: none"> - Support IT team to manages assigned IT projects to ensure adherence to budget, schedule, and scope of project. - Support IT team to develops, maintains, and revises proposals for assigned projects including project objectives, technologies, systems, information specifications, timelines, funding, and staffing. - Support IT team to set and track project milestones; manages and accounts for unforeseen delays, then realigns schedules and expectations as needed. - Support IT team to establish and implements project communication plans, providing status updates to affected staff and stakeholders. - Support IT team to collect, analyze, and summarize information and trends as needed to prepare project status reports. <p>* HTML5 / CSS3/ Javascript, Git or other version controls (must) React (not a must, but preferable)</p>
경영, 경제, 행정, 경영정보시스템, 무역, 물류, 어문학 (영어) 등	컴퓨터, 통신 등

Benefits Information	
유급병가 연 3 일 지원, 보너스 제공, Complimentary gym use *경력에 따라 시급 조정 가능	
Company & City Information	
<p>LA 근교 신타페 스프링스에 위치한 물류/디지털 물류 전문 회사입니다. 규모가 크지는 않지만 설립 이후 탄탄하게 유지 및 성장 하고 있습니다. 총 직원수 대략 40 여명으로 매출규모는 \$25M 이상입니다.</p> <p>신타페 스프링스(Santa Fe Springs) 는 LA 다운타운에서 동남쪽으로 약 40 분 거리에 위치한 도시입니다. 대규모 산업/제조 회사가 모여 있으며, 그 중에서도 경공업(light industry)이 도시의 주된 산업이라고 합니다. 해서웨이 랜치 박물관, 턴벌 캐니언, 리틀 레이크 공원, 와일더네스 공원 등이 주변에 있어 여가생활을 즐기기에에도 적합한 도시입니다</p>	
미국 인턴 지원 방법 및 기타 안내	
지원 방법	<ol style="list-style-type: none"> 1. 채용 전형 담당자 이메일 주소 (tommy@iccekorea.com) 로 지원 의사 전달 2. 이메일 제목은 '소속대학명(학생의이름): 지원 회사명 ' 3. ICCE 에서 전자 이력서를 작성할 수 있는 Online Application Link 를 지원자에게 이메일로 발송 4. 전자 이력서 작성 후, 간단한 자기소개 동영상 접수 (자세한 사항 추후 안내)
지원 및 문의	<p>ICCE Korea - Tommy Lee 실장님 / EMAIL : tommy@iccekorea.com, 전화: 02-335-7755/ 카카오 톡: iccekorea /www.iccekorea.com</p>
비자 수속 비용	\$4,500

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