



Expeditor Intern

Reports to: Subsidiary Department Manager and Shareholder Development Coordinator
Status: Temporary, Full-time, Non-exempt
Subsidiary: Aleut Patrick Mechanical Holding Company (APM), LLC
Location: Fairbanks, AK

The Aleut Corporation (TAC) and its subsidiaries are seeking applications from highly motivated TAC shareholders and descendants who are interested in furthering their education and work experience by participating in a 10-week internship program.

Job Summary: Under the direction of the department lead and in accordance with the guidelines and policies of TAC and APM, this internship position will perform administrative tasks and provide support to various programs, managers and staff. This position allows shareholders/descendants to gain professional work experience by applying education in a practical work setting in a focused area of interest.

PRIMARY RESPONSIBILITIES

- Embrace the mission, values and strategic goals of APM and TAC.
- Responsible for data entry into Excel spreadsheets.
- Ensure accuracy and attention to detail when completing required data entry.
- Responsible for deliveries and pickups from local vendors as needed.
- Work in the warehouse and operate forklift as needed.
- Provide support to department staff as required.
- Identify and participate in a goal setting process with direct supervisor to determine learning objectives for the duration of the internship.
- Observe and assist with department programs, services, research, and other tasks.
- Attend meetings and trainings as appropriate to acquire knowledge and skills within the department.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of operating forklifts.
- Excellent oral and written communication skills.
- Learn and understand TAC and APM's mission and strategic focus areas and incorporate knowledge into daily activities.
- Good interpersonal and public contact skills.
- Ability to work effectively and cooperatively with all levels of management and staff of APM.
- Exhibit a professional manner in dealing with others.
- Good organizational skills; ability to solve problems and exercise good judgement.
- Work independently as well as on a team.
- Proficient use of Microsoft Office products such as Word, Excel, and Outlook.
- Ability to drive a manual transmission vehicle.

Housing & Travel

- Travel and housing may be arranged and provided for program participants depending on home location of the shareholder/descendant applicant and the required location of the internship.

Training

- Training will be provided based on the needs of the intern and position requirements.

MINIMUM QUALIFICATIONS REQUIRED:

- High school Diploma or GED.
- Aleut Corporation shareholder and/or descendant.
- Current Alaska Driver’s License with no SR22 insurance in the past (5) five years.
- Must be able to pass background clearance for military base access.

PHYSICAL DEMANDS

- General office demands.
- Must be able to lift 50lbs.
- Must have ability to maintain assigned work hours in a 40+ work hour environment.

Agreed to:

Employee Signature and Date

Print Name

Reviewed with employee:

Supervisor Signature and Date