



Process Improvement Intern

POSITION DATA					
JOB TITLE	Process improvement Intern	REPORTS TO	Site leadership	JOB GRADING	\$20 to \$25 per hour
DEPARTMENT	Packaging	LOCATION	Brockport	DATE:	2025
JOB SUMMARY					
<p>Reporting to site leadership, the intern will use his/her technical knowledge to understand the real needs of the business to provide technical support on a wide range of topics. He/she will support the site maintenance and operations team, working the team to complete process improvement projects. The intern will also receive training on operations and maintenance best practices and incorporate them into his/her work.</p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> • Conduct time studies, workflow analysis, and process mapping of production lines. • Identify bottlenecks and areas for improvement in existing processes. • Collaborate with cross-functional teams to develop and implement process improvement projects. • Support the implementation of lean manufacturing tools such as 5S, Kaizen, Six Sigma, and value stream mapping. • Collect, analyze, and interpret operational data to identify trends, inefficiencies, and improvement opportunities. • Full time internship of 40 hours/week and a duration of 4 to 8 months 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Demonstrates good interpersonal skills • Excellent written and oral communication skills in English, knowledge of Spanish is an asset • Knowledge of Office tools is an asset • Training will be provided to learn all tasks 				
PHYSICAL DEMANDS	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Standing, sitting, walking, climbing, crawling, bending, stooping, kneeling, crouching, twisting/turning, pulling/pushing, reaching, hand/eye coordination, finger/wrist dexterity, grasping/pinching, driving, lifting up to 25 Lbs. 				
WORK ENVIRONMENT	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Normal office environment ▪ Noisy conditions ▪ Dusty conditions ▪ Hot or humid conditions ▪ Wet conditions 				



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	<ul style="list-style-type: none">▪ Exposure to extreme/seasonal temperatures▪ Exposure to chemicals or solvents▪ Work near moving mechanical parts
EXPERIENCE	<ul style="list-style-type: none">• Any operational experience is a plus but not required
EDUCATION	<ul style="list-style-type: none">• Bachelor's student in Industrial or mechanical engineering

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.