3/16/2020

AndyMark, Inc.

Position: International Export Internship

Reports to: Director of Operations

Supervisory Responsibility: This position has no supervisory responsibilities.

Job Summary and Key Objectives: This is a 12 week program that offers professional export guidance and leading research resources to create an executable, proactive, Export Business plan. The intern in this position will offer guidance and research to assist with creating an executable proactive export strategy.

Key Responsibilities and Tasks: *Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities and tasks.*

- Provides professional guidance from SBA export-certified, Indiana SBDC advisors
- Will be affiliated with the Export Indiana Fellowship Program
- Networking with local, state, and federal export officials
- Communicates to the Operations team strategies in export development
- Researches advanced and emerging markets for company growth
- Offers managerial training on foreign market intelligence and business
- Advising on foreign market finance, tax, tariff, logistical, and regulatory issues
- Will occasionally be required to assist the receiving department in the warehouse

Preferred Qualifications and Education:

- Must be currently pursuing a Masters of BA or senior level BA
- Must have the ability to follow directions, work independently and with minimal supervision
- Work with a flexible schedule and demonstrate effective time management
- Needs to have general personal computer knowledge
- Personable and easy to work within a team environment
- Needs to have strong STEM competency

Work Environment: This position operates in a professional office environment. The employee will occasionally be required to assist the receiving department in the warehouse. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. While working in the warehouse the employee can be exposed to different seasonal temperatures.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the responsibilities and tasks.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands and fingers, handle or feel; and reach with hands and arms.

Travel: Traveling is not required for this position.

EEO/AAP Statement: *AndyMark, Inc. provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, national origin, disability, veteran status, and sexual orientation or any other characteristic protected by state, federal, or local law.*

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company. Duties, responsibilities, and activities may change at any time with or without notice.