

# Logistics Summer Co-op

## Ihre Aufgaben

We are looking for a Summer Co-op for our Logistics team in the Shipping Warehouse. This position receives, ships, and does cycle inventory to provide sufficient materials/stores items to assure quality, availability and accuracy.

## JOB DUTIES

Performs cycle inventory with hourly associates to ensure accuracy and availability.

- Receiving/inspecting materials.
- Shipping finished goods to end customers.
- Direct flow of materials in warehouse.
- Audits incoming material/items and when necessary protests with vendor.
- Responds to CSR and Sales requests.
- Work with logistics companies to ensure all deliveries are shipped in a timely fashion.
- Process customer returns.
- Work with associates to ensure they are processing deliveries in the correct order to ensure timely shipments.
- Maintains reports and filing system per ISO/QS requirements.
- General document scanning and electronic filing / retrieval as needed.
- General filing duties per requirements.

## Ihr Profil

- Must be enrolled as a full time student
- Must be able to work up to 40 hours during the summer months
- Must be authorized to work in the US without restriction

## Unser Angebot

All your information will be kept confidential according to EEO guidelines.



Job ID  
**REF54556A**

Arbeitsbereich  
**Verwaltung & Assistenz**

Standort  
**Lincoln**

Rechtliche Einheit  
**ContiTech USA, Inc.**

**EEO-Statement:**

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**Über uns**

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