

## **Process Improvement Internship**

Get some real world experience you can actually use and apply in a future career! Very flexible working hours are available for the current junior or senior graduating in December 2012 seeking experience in a lean practices / process improvement internship.

The Intern provides consulting and administrative support for lean initiatives and workshops; provides support to MOS employees, lean consultants, project managers, managers, directors, vice presidents, and corporate officers on lean thinking, lean principles, and lean applications derived from the principles. Consulting is directed toward improving and streamlining office processes according to lean principles. Support includes creating process maps, flow charts and other work instructions. Experience with the MS-Office Suite is preferred. Additionally, the intern is expected to comply with business ethics, applicable laws and regulations and maintain confidentiality of proprietary information.

Applicants should be able to learn the principles and application of lean thinking and be able to learn organizational development consulting. Applicants should possess good interpersonal communication skills as well as leadership skills. Presentation and speaking skills are helpful. Applicants should be in a business major, previous lean exposure through classroom training or work experience is helpful.

The location for this position would be in the Grand Rapids office.