MTG Management, Inc: Supply Chain Management Internship

MTG Management, Inc., an Austin-based real estate management firm and fuel distributor, is recruiting qualified applicants for a Supply Chain Management internship, scheduled to commence in May 16th and end November 23rd, 2016.

This program will provide the intern hands-on experience across the firm’s retail fuel operations and transportation functions. The scope of of this exposure includes:

- **Fuel Purchasing**
  - Pricing Analysis
  - Supply/Allocation Management
  - Vendor Communication on the above

- **Transportation**
  - Fleet Management
  - Driver Relations
  - Safety/Compliance
  - Delivery/Driver Scheduling

- **Inventory Management**
  - Periodic audits of in-ground fuel inventory
  - Daily inventory reconciliation reporting and analysis
  - Communication with 3rd party vendors and internal staff for troubleshooting/problem solving related to the above

**Internship Program Overview**

*Month 1-2: Company Overview*
During the initial 60 day period, the intern will get a top-down view of each aspect of the firm’s business operation, via job shadowing, ride-a-longs, staff meeting observation, etc. The above will include an overview of the firm’s Supply Chain, Accounting, Project Management, Store Operations and general administrative processes, as well as hands-on participation in daily activities in each of the functional areas above.

*Months 3: Supply Chain Training and Intern Project*
Once the initial 30 days have been completed, the intern should have a strong working knowledge of MTG’s internal operations, business process, and overall operating philosophy. At this point, the intern position will begin hands-on training in the firm’s Supply Chain group. Additionally, the intern will be assigned a specific project for which he/she will have direct responsibility for leading and implementing prior to the end of the intern program. This project will be defined PRIOR to the conclusion of Month 3 so that implementation can begin during the final 90 days of the Internship.

*Months 4-6: Role Designation and Responsibilities*
Specific responsibilities will be determined via a combination of the firm’s staffing needs and the intern’s overall ability in the various functional areas. The Intern Project will continue to be developed collaboratively between the intern and the Program Manager, with the culmination to be completed and implemented during Month 5.

**Compensation**
The intern position is a PAID position. The intern will earn $12.00/hour during the term of the Program. Interns will be part-time employees and will not be eligible for benefits during the term of the Program.

The position will require up to 28 hours per week of availability and work-time. We will maintain a degree of flexibility with respect to student class schedules, but only within the parameters outlined under Intern Specifications.

**Future Opportunity**
MTG Management, Inc. will consider creating a full-time position based on the intern program outlined above. Consideration will include the performance of the intern, the overall impact of the program on the organization, and the firm’s organizational staffing needs at the conclusion of the program’s duration.
**Intern Specifications**

MTG is looking for students who meet the following general criteria (see Intern Specifications) with both a track record of successfully balancing school and work and also a desire to obtain hands-on operational experience in a small business environment. The following are requirements for any interested candidate in the intern position:

- **Required College Course work in Accounting, Management, Communications, and Finance.**
- **Preferred College Course work in Marketing, Human Resources, CIS/Computer Science**
- **Must be proficient in MS Word, MS Excel, MS Outlook, Web Search/Research**
- **Must have strong written and verbal communication skills**
- **Must be able to work at least 5 hours per day, at least 3 x per week, during the work week (Monday-Friday) at our office, in addition to having 5-10 hrs of weekend availability to work remotely**
- **Must have reliable transportation**
- **Must be able to commute to/from our office in West Austin for work hours**
- **Must be disciplined and motivated enough to manage some work responsibilities remotely**
- **Must have at least 2 years of relevant work experience. Preferred industries include:**
  - Retail/Restaurant
  - Professional Services
  - Customer Service
  - Distribution/Transportation
  - Real Estate

**Selection Process**

This position is scheduled to start on 5/16/2016. The Intern Program will conclude 11/23/2016. The Selection process is scheduled as follows:

- Resumes will be accepted from 4/1/2016 through 4/15/2016.
- Initial resume review and email/phone interviews will be conducted 4/18-4/22
- Follow up interviews and assessments will be conducted 4/23-4/30.
- Final selection will be made the 1st week of May, with an estimated start date the 3rd week of May.

**Next Steps**

All interested parties should submit a resume/cover letter indicating their interest. Please make sure your submission includes all of the following:

- Cover letter of no more than one page indicating how/why you are interested in the internship, as well as how/why you feel you are a good fit for the position
- Resume NO LONGER than 2 pages
- Resume should focus on achievements, objectives, and responsibilities managed in both your academic, work, and volunteer/social/extra-curricular careers to date
- List all relevant contact information on BOTH your cover letter and your resume
- Include your summer and/or fall class schedule (courses and times)

Resumes should be emailed directly to derenwert@mbgaustin.com with the Subject line of MTG Intern Application