

Position Description

Job Title	Intern	Date	12/10/24
Department		Manages Employees	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Location		FLSA Status (to be completed by HR)	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Reports To:			
Summary (Main Purpose)			
<p>States Manufacturing’s seeking motivated and enthusiastic individuals to join our team as an Intern. This paid internship will go from June 2025 – August 2025 and provide an excellent opportunity to gain hands-on experience in a dynamic work environment. This internship consists of various tasks and projects across multiple departments, depending on their skills and interests, while supporting the company’s overall mission and goals.</p>			
Job Duties and Responsibilities (Essential Functions)			
<p>Assist with various projects and tasks as assigned by supervisors. Conduct research and analysis to support departmental initiatives. Collaborate with cross-functional teams, including engineering, sales & marketing, HR, etc. Complete assigned tasks and projects within given deadlines. Participate in meetings and contribute ideas to team discussions. Assist with administrative tasks such as data entry and filing. Gain hands-on experience in a professional work environment. Perform other duties as assigned by supervisors.</p>			
Required Skills and Experience (Minimum requirements in terms of educational background, work experience, licenses/certifications or other knowledge, skills, and abilities).			
<p>Currently enrolled in a relevant degree program. Strong organizational skills with attention to detail. Excellent written and verbal communication skills. Ability to work independently and as part of a team. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, etc.). Eagerness to learn and contribute to the success of the team.</p>			
Additional Skills and Experience (Preferred or helpful)			
<p>Prior internship or volunteer experience is a plus, but not required.</p>			

This description covers the primary purpose and principal duties of the job. It is not designed to be a complete list of all the duties and responsibilities required of this position. Duties, responsibilities and activities may change at any time with or without notice.

Position Description

Job Demands and Conditions Analysis: Intern/Receptionist

Working Conditions

The essential functions of this job involve the following working conditions.

(Place an "x" in the appropriate box.)

- C = Continuously** 75%-100% of time
- F = Frequently** 50%-74% of time
- O = Occasionally** 10%-49% of time
- R = Rarely** 1%-9% of time
- N = Never** 0% of time

	C	F	O	R	N		C	F	O	R	N
Environmental						Physical Factors					
Works alone			X			Sitting		X			
Works with others		X				Standing				X	
Customer contact			X			Walking				X	
Shift Work					X	Bending/stooping			X	X	
Extended Day					X	Squatting/Kneeling			X	X	
Keeping work pace/deadlines			X			Crouching/Crawling				X	
Performing repetitive tasks			X			Twisting at waist				X	
Noise (decibels) 91					X	Reaching above shoulders				X	
Vibration					X	Reaching below knees				X	
Abrupt temperature changes					X	Lift/carry up to 40 lbs.					X
Heat (above 85 F)					X	Push/pull to 100 (force)					X
Cold (below 65 F)					X	Climbing ladders					X
Wetness					X	Climbing stairs					X
Dampness					X	Sweeping/mopping					X
Dryness					X	Operating foot controls					X
Odors & dusts					X	Manual Tasks					
Work with solvents					X	Grasping with one hand				X	
Work acids, bases					X	Grasping with both hands				X	
Work with oils					X	Manipulating with one hand				X	
Work with toxins					X	Manipulating with two hands				X	
Poor ventilation					X	Handwritten communication			X		
Fumes					X	Using keyboard		X			
Mechanical hazards					X	Using hand tools					X
Electrical hazards					X	Twisting/wringing					X
Sensory Tasks						Scrubbing/washing/polishing					X
Seeing close (reading)			X			Scraping					X
Seeing far (observation)				X		Equipment Operation					
Peripheral vision				X		Driving car / light truck					X
Seeing colors				X		Driving heavy truck / van					X
Verbal communication			X			Operating forklifts, stackers					X
Hearing speech			X			Operating hoist equipment					X
Hearing mechanical sounds				X		Operating shop machinery					X
Sensing odors					X	Operating power tools					X
Sensing by touch					X	Operating torch					X