**CONSULTANT'S ASSISTANT INTERN**

**Job Description**

This local consulting firm, is an intense and rapidly growing consulting firm and we are seeking an intern to assist our consulting firm in creating and delivering training content to various customers. The content will include soft skills, and Lean manufacturing principles. Our consultants are hard-working, smart, and goal-oriented and get results that exceed our client's expectations. The intern hired for this position should expect to learn all facets of Lean manufacturing, and will leave this position with invaluable skills and industry knowledge and the opportunity to join our firm long-term.

**Responsibilities**

• Prepare training presentations

• Improve productivity by eliminating waste, performing time studies, and labor balancing

• Marketing data-mining and research

• Process documentation; standardized work documents

• Optimize material flow and process to minimize wastes

• Applying the scientific method to problem solving

• Teach, presenting, and coaching Lean projects

• Conducting assessments and Lean/ISO audits

• Schedule and coordinate meetings and training classes

**Required Experience and Skill-Set**

Applicants should be majoring in business, with abilities in MS Office, public speaking, curriculum design, sales, manufacturing, team-work, supply-chain, and process improvement.

• Passionate Learner

• Resourceful

• Excel, Word, PowerPoint

• Public Speaking Skills

• Organized

• Detail Orientated

• Efficient

• Punctual

• Understanding of Lean

• Flexible

• Goes Above and Beyond

• Creative

• Manages Time Well

• Excellent Communicator

• Self- Motivated

• Innovative