

OEM Operations Internship

Division/Unit: Operations / Response	OEM Employee to Supervise Project: Justin Brown
How many interns: 1	Education Level: College Undergraduate or higher
Background on Project: OEM Operations is responsible for daily and post-disaster management of a warehouse that houses a large cache of emergency and disaster supplies. The warehouse requires an inventory control system that will be in place for routine operations and for use during disaster deployments. In addition, the intern may be utilized to assist staff who is developing a structural damage assessment tool for use by multiple agencies after a disaster or emergency occurs.	
Description of Project/ Intern Responsibilities: The intern will assist OEM Operations staff with two large projects. Primarily the intern will assist in the development and delivery of a large inventory control, machine use, and supply chain accountability program. This work will be performed mostly at OEMs Brooklyn warehouse. In addition, the intern may assist with the development of a tool for post-disaster structural damage assessment. The interns major duties will include: <ul style="list-style-type: none"> -Utilizing a variety of computer software packages -Organizing equipment cache -Learning to use inventory control software -Input of supply data -Coding equipment -Assist in teaching OEM staff about the control system -Meeting with agencies such as NYS OHS, OEM and DOB The intern should have and interest in: <ul style="list-style-type: none"> -Logistics -Emergency response operations 	
Requirements/special skills needed: <ul style="list-style-type: none"> -General Computer literacy -MS Office (Word, Excel, Outlook) -Self-motivated 	