

#708, 793, 843

LA 근교 물류전문 "Insight Logistics"

물류 운영팀, 3 자 물류팀, 사무행정, 디자인팀 인턴모집



Position Title	City, State	Length	Stipend
1. Logistics Operations Intern 2. 3rd Party Logistics Intern 3. Administrative Intern 4. Web/Graphic Design Intern	Santa Fe Springs, CA	12 개월	1. \$ 19.00 (Logistics) 2. \$ 20.00 (3rd Party) 3. \$ 17.00 (Admin.) 4. \$ 19.00 (Web/Graphic)

Job Descriptions & Academic Background

1. Logistics Operations Intern <ul style="list-style-type: none"> - Manage day to day import/export, air/ocean & transportation operations - Create air/ocean export documentation including MB/L instruction, MAWB, HB/L or HAWB, manifest, invoices, delivery orders and file reports - Manage AR/AP and Profit & Loss report and generate timely A/R, A/P billing and Report Profit & Loss - Monitor all cargoes and provide reports to direct manager to avoid future issues - Closely monitor and communicate effectively with customers throughout the logistics activity and a high volume of e-mails, phone calls and etc. - Set objects and goals within the team and constantly improve operating process - Ability to manage and provide proper trainings to the team members in order to provide excellent customer service. 	2. 3rd Party Logistics Intern <ul style="list-style-type: none"> - Receiving and documenting all inbound & outbound shipments - Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area. - Keeping an inventory of all merchandise entering or exiting the warehouse. - Identifying any missing, lost or damaged materials and immediately notify the supervisor. - Ensuring that all the merchandise is safely and securely packed and labeled for shipping. - Accurately pick items from designated shelves based on provided order lists or computer-generated requests. - Efficiently pack and prepare orders for shipment, ensuring items are securely packaged and labeled correctly - Ability to frequently lift, push, and slide packages that typically weigh up to 50 lbs
경영, 경제, 행정, 경영정보시스템, 무역, 물류 등	경영, 경제, 행정, 경영정보시스템, 무역, 물류 등
3. Administrative Intern <ul style="list-style-type: none"> - Provide general administrative support to the logistics department, including but not limited to managing calendars, scheduling meetings, and handling correspondence. - Assist in maintaining accurate and up-to-date records of shipments, orders, and inventory using our internal systems. - Coordinate with various internal teams and external vendors to ensure timely and efficient delivery of goods. - Prepare and maintain documentation related to shipping, receiving, and logistics operations, such as invoices, bills of lading, and customs forms. - Assist in monitoring and tracking shipments, ensuring they comply with regulatory requirements and customer specifications and etc. - Handle inquiries and provide assistance to internal stakeholders, external clients, and suppliers regarding logistics-related matters. 	4. Web/Graphic Design Intern <ul style="list-style-type: none"> - Conceptualize and create visually engaging designs for various mediums including digital and print such as logos, brochures, banners, social media graphics, infographics, presentations and etc. - Work closely with the marketing and creative teams to understand project requirements, objectives, and timelines. - Create and edit multimedia content such as videos, animations, and other interactive materials as needed. - Collaborate with copywriters, marketing specialists and other team members to ensure cohesive messaging and design consistency. - Stay updated on industry trends, design tools, and software while continuously enhancing design skills. - Manage multiple projects simultaneously while meeting deadlines and maintaining high-quality standards. - Review and approve designs, graphics, and layouts to ensure accuracy and adherence to brand guidelines.
경영, 경제, 행정, 경영정보시스템, 무역, 물류, 어문학 (영어) 등	광고, 홍보, 커뮤니케이션, 디자인 (시각, 산업, 영상, 멀티미디어) 등

Benefits Information	
유급병가 연 3 일 지원, 보너스 제공, Complimentary gym use	
Company & City Information	
LA 근교 어바인에 위치한 물류/디지털 물류 전문 회사입니다. 규모가 크지는 않지만 설립 이후 탄탄하게 유지되고 있습니다. 총 직원수 대략 40 여명으로 매출규모는 \$25M 이상입니다.	
Irvine(어바인)은 LA 다운타운에서 자동차로 약 1 시간 거리에 위치한 깨끗하고 조용한 도시입니다. 캘리포니아 대학교 어바인 캠퍼스(UCI)·서던캘리포니아대학 오렌지타운티센터(USC)·어바인밸리대학 등을 비롯한 다양한 교육기관이 있어, 한국에서도 교육도시로 유명한 지역입니다. 문화시설로는 버라이즌 와이어리스 앰퍼시어터 뮤직센터와 오렌지 카운티 그레이트 공원, 크리스털 코브 주립공원등이 유명하고, 대체적으로 4 계절이 따뜻하고 맑은 쾌청한 날씨입니다.	
미국 인턴 지원 방법 및 기타 안내	
지원 방법	1. 채용 전형 담당자 이메일 주소 (tommy@iccekorea.com) 로 지원 의사 전달 2. 이메일 제목은 '소속대학명(학생의이름): 지원 회사명 ' 3. ICCE 에서 전자 이력서를 작성할 수 있는 Online Application Link 를 지원자에게 이메일로 발송 4. 전자 이력서 작성 후, 간단한 자기소개 동영상 접수 (자세한 사항 추후 안내)
지원 및 문의	ICCE Korea - Tommy Lee 실장님 / EMAIL : tommy@iccekorea.com, 전화: 02-335-7755/ 카카오톡: iccekorea /www.iccekorea.com
비자 수속 비용	\$4,200

ICCEKOREA

서울시 마포구 동교로 199, 우성빌딩 2 층 / 노동부인가 서울서부 유 제 2023-2 호 / 사업자등록번호 780-97-01463

전화 : 02-335-7755 / 홈페이지 | <http://www.iccekorea.com>