



Friday, December 9, 2022

## Internship Job Description for Upward Mobility Scholar Applicants

The Upward Mobility internship program provides meaningful opportunities for students in the field of employee mobility while providing a rich pipeline of diverse talent for industry employers.

### Name of Hosting Organization:

SIRVA BGRS

### Internship Role Title:

International Logistics Intern

### Number of roles available:

1

### Available to College Students (2023/24 School Year). Select any that may apply):

First Year

Sophomore

Junior

Senior

### Work Location & Office Covid Protocols is applicable (select any that may apply):

All in person

Flexible/hybrid- The role can be a combination of virtual and in person

### Mission of Program:

The Upward Mobility Program provides meaningful opportunities for students in the field of employee mobility while providing a rich pipeline of diverse talent for industry employers.

### Internship Work Address:

One Parkview Plaza  
Oakbrook Terrace, IL, 60181

### If the applicant doesn't reside in the local area is your company willing to provide relocation assistance?

No relocation support provided

### Hourly Wage Rate

\$15

### Anticipated Start Date:

Monday, May 22, 2023

### Anticipated End Date:

Friday, August 4, 2023

### Total Number of Weeks for the internship:

12

### Total Number of hours per week the intern is expected to work:

40

**Workday starts at: (start time or flexible)** 8:30am

**Workday ends at: (start time or flexible)** 5:30pm

**Hiring Manager's Name/Title:** Kristin Pokorny, Sr. Talent Partner

**Hiring Manager's Email:** kristin.pokorny@sirva.com

**Host Organizations website:**

<https://www.sirva.com/>

### **Internship Summary:**

#### Position Summary

The International Moving Summer Intern will work on the many aspects of the International household shipments moving process under the direction of the supervisor and other special projects as assigned. To be successful, the Summer Intern will need to communicate with agents & vendors and be responsible for shipment tracing, updating the IMC and will assist in filing US custom entries (ISF). The summer intern will also assist filing electronic documents within SISTRS. The Summer Intern must be focused on customer satisfaction and excited about and interested in learning SIRVA's unique industry.

#### Qualifications

The accomplished individual will possess:

Strong communication skills: both oral and written with proper business etiquette

Strong negotiation skills

Strong analytical skills

Effective problem solving skills

Basic world geography

Organization: time management, setting priorities, multi-tasking, deadline oriented

Teamwork and ability to work with different cultures

Results-oriented

Proficient in Microsoft Office Applications (Excel, Word, Outlook)

Multi-lingual a plus

#### Requirements:

Working on obtaining or completion of a bachelor's degree required

### **Essential Responsibilities of this role:**

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## Skill Development Opportunities:

Communication Skills

Problem Solving Skills

Interpersonal Skills

Teamwork

Time Management

Creativity

Adaptability

Work Ethic

Leadership Skills

## Knowledge and skills required for this role:

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**What does success look like for the intern at the end of the summer?**

- Gained experience in a corporate environment
- Gained experience working in a team
- Gained further problem solving skills

**Company Specific Training for Intern:**

Hands on training with team

**Prepared by:** Kristin Pokorny

**Prepared by email:** kristin.pokorny@sirva.com

**Date:** Friday, December 9, 2022