



Internship Description

Job Title: Intern for SIGMA Project
Department: Information Technology
Reports To: SAP Manager

Background

Arc International North America has been using SAP for its distribution activities since 2005. The decision has been made to replace the current SAP system, and extend the SAP scope to some of the manufacturing activities. This SAP re-implementation is the objective of the *SIGMA* project.

Under the direct supervision of the SAP Manager, this position will assist in the various steps of this one year project: blueprinting (March and April), implementing (May to August), testing and going live (September to February 2012).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Gathers and organizes data relevant to the SIGMA Project.
- Responsible for project assignments including, research and analysis.
- Provides information and assistance to various departments.
- Prepares project reports, progress summaries, statistical analysis, and related data.
- Analyzes, generates and maintains records within project.

This project is an excellent opportunity to learn (or improve knowledge of) the SAP processes and standards in the following areas: Material Management, Warehouse Management, Sales and Distribution, Finance and Controlling, Business Warehouse (business intelligence), Basis and Netweaver

KNOWLEDGE AND SKILLS

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Logical approach to problem solving with strong analytical skills. Ability to proceed through system diagnostics in a logical and orderly manner is essential.
- Excellent attention to details
- Good oral and written communication skills including the ability to present ideas, and/or facts
- Strong interpersonal skills with ability to professionally interact with most levels of personnel.
- Strong commitment to customer service and meeting deadlines.
- Excellent follow-up and organizational skills with the ability to multi-task.

EDUCATION AND WORK EXPERIENCE

- Studying for a bachelor's degree in Computer Science or Business Administration
- Knowledge of SQL and Relational Database Theory is a plus

If you are interested please send your résumé and cover letter to tom.reed@arc-intl.com