



INDIANA STATE FAIR

Title: Supplies Department Summer Assistant

Internship Dates: May through August, start and finish dates are negotiable.

Paid Internship

General Description: The position of Supplies Department Summer Assistant reports to the Purchasing Manager. This position is responsible for providing assistance to the Supplies Department in all its activities in support of the State Fair, the Fairgrounds and all its departments.

Responsibilities:

1. Receive incoming supply orders
2. Gather ordered supplies; prepare and make deliveries.
3. Receive deliveries from suppliers; deliver to ordering departments or make arrangements for storage.
4. Maintain up-to-date inventories of all stored items, supplied items and MSDS sheets; good computer skills are necessary.
5. Complete other office duties as necessary.
6. Willing to operate or to learn to operate a forklift.

Qualifications: Incumbent must be 18 years of age or older, have good organization skills and computer savvy, and be able to work extended hours including Saturday and Sunday when necessary.