Management/Small Business Internship - Product Manager

About our Organization:
The Express is a vegetarian grill and deli located in the Shell station on the WWU campus. This location has a special history at Walla Walla University as it once housed the College Dairy Snack Bar.

About this position:
As a management trainee you will learn all aspects of our business. The program is designed to help meet the needs of multiple types of learners with hands-on mentorship. This Internship Program provides talented, business-minded college students with a 10-12 week, hands-on learning experience. Throughout the quarter, interns have an opportunity to work alongside management in an excellent retail environment.

Each week, interns focus on a different aspect of store operations while simultaneously participating in activities and projects that contribute to their professional and personal development.

Duties:

• Provide support to store leadership team while learning all aspects of store management, including product management, associate development, loss prevention, receiving, merchandising, and customer service.
• Operate Excel software to accumulate and analyze all deli and retail product data.
• Gather and organize information to breakdown the prices of products.
• Develop and implement records management program for filing, protection, and retrieval of records.
• Develop ideas of new food options for Food Management Program.
• Job requires being reliable, responsible, and dependable in fulfilling obligations.
• Job requires observing, receiving, and obtaining information from relevant sources.
• Learn about gasoline compliance.
• No Final Exam

Qualifications:
• Junior or Senior standing
• Minimum 3.0 GPA
• All majors are welcome to apply; business related curriculum is preferred.
• Demonstrated leadership skills with the ability to identify and solve problems.
• Strong computer proficiencies in Microsoft Word, Excel, Outlook and PowerPoint with the ability to efficiently learn new technologies.
• Excellent customer service acumen.
• Ability to multi-task in a fast paced environment.
• Superior verbal and written communication skills.
• Ability to work as part of a team and independently.
• Previous retail experience strongly preferred.

To Apply:
Email cover letter, resume and course schedule to: Hugh Charles Daley at Hugh.Daley@wallawalla.edu

The Express is an equal opportunity employer.