**Title: PLANNING DPT INTERNSHIP**

**About the Role!**

We are looking for an enthusiastic planning intern to join our planning department and support planning operations. You will have administrative duties and participate in ongoing planning projects to add ideas and assist with documentation and reporting.

This internship will help you acquire excellent data analysis skills and provide you fast adapting in an everchanging dynamic environment. Ultimately, you will gain broad experience in production planning and should be prepared to enter any fast-paced work environment.

**Key Responsibilities:**

* Prepares Dailly production and material transfer order schedules
* Maintain SKU and Production Master Data
* Generate production planning reports
* Supports Planning team in daily administrative tasks or any special projects assigned

**Professional skills & experience**

* Graduate student in Production Engineering, Supply Chain / Logistics, Economics or Business Administration
* IT literate – Highly proficient in Microsoft Excel (i.e. power queries, power bi)
* Fluent English language skills (both oral and written)
* Comfortable organizing tasks and time management skills

**Personal Traits**

* Demonstrating a high energy level and high sense of accountability/ responsibility.
* Strong desire to learn along with professional drive
* Quick learner and a Team Player