**Company Overview**

Diamond Assets LLC is a national Asset Management organization, specializing in IT buy-back programs for organizations across the country. It is our mission to design programs that deliver a combination of aggressive pricing and exceptional service, allowing our clients to expand their technology sustainability plans.

**Job Description: Position: Logistics Intern**

Logistics coordination is a key component to growth and success of the organization. It is the responsibility of the Logistics Intern to help the Logistics Coordinator plan and execute service pickups across the country while effectively communicating with appropriate contacts within Diamond Assets client base.

**Responsibilities:**

* Effective communication with Sales Personnel on Confirmed Mail-In Projects
* Effective Communication with Customer Base on Confirmed Mail-in Projects
* Effective Communication with Shipping & Receiving Personnel
* Coordinate and Schedule Mail-in Projects with Regards to Efficiencies and Cost Reduction
* Coordination of Outbound & Inbound Shipping in Accordance with Vendor Requirements
* Assist with Planning of Local Pickup Projects
* Effective Communication with Recovery Specialists Personnel
* Secondary backup for Logistics Coordinator, as needed
* Other projects and tasks as assigned

**Education, Skills & Experience**

* Enrollment towards a Bachelor’s degree at a Junior or Senior level
* Good written and verbal communication skills
* Must work well in an fast-paced environment with dynamic requirements and priorities
* Attention to detail and committed to managing problems through resolution
* Being adept with MS Office tools such as Word, Excel and Outlook is necessary

**Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**