



Trade Compliance Intern

Job ID: 4931

Location: US-PA-Hershey

Position Type: Intern

More information about this job:

Summary:

This is a one year internship that requires 30-40 hours of work during the summer and 20-25 hours per week during the fall and spring semesters.

This position will support the departmental team with trade promotion administrative duties. The incumbent will learn sophisticated windows based trade promotion system. Daily duties will focus on verifying and processing trade promotion payments for our customers. Additional duties include file maintenance, data entry, and data extraction in support of the process. Basic payment and program audits will also be completed. Other duties will be identified on an ad hoc basis. This position will interact with various levels of internal Hershey employees including, but not limited to, Sales, Marketing, and Finance. Candidate must be detailed oriented and have the ability to prioritize and manage multiple projects simultaneously.

Responsibilities:

Trade Promotion Payments: Gather the necessary data to verify the accuracy and validity of customer's trade promotion payments. Disburse accurate and timely payments to our customers.
Trade Promotion Audits: Gather the necessary documentation and complete assigned audits for trade promotion expenses.
Administrative Functions to include file maintenance, data entry and data extraction in support of the department.

Qualifications:

Education:

Student must be enrolled in an undergraduate program (sophomore standing or higher)
Business, Finance, or Accounting Majors preferred

Experience:

Detail Oriented
Strong Teambuilding Skills
Ability to use Microsoft Products: Access, Word & Excel
Ability to work collaboratively with all levels of individuals
Ability to prioritize and manage multiple projects simultaneously
Solid base of Accounting Principles
Strong analytical skills
Good Written and oral communication skills

Apply online at: <https://jobs-hersheys.icims.com/jobs/4931/job>