



- CJ Foodville
 - 웹사이트: <https://cjamerica.com/>
 - 위치: Commerce, CA
 - 설립년도: 2004 년
 - 직원수: 총 40 여명 (CA 헤드쿼터 기준 25 여명)
 - 연간 매출액: \$22 million

CJ America, together with its subsidiaries and affiliates, is leading the dynamic and fast-growing businesses in areas including Food & Food Service, Bio, Entertainment & Media, and Logistics. CJ America's leaders manage and collaborate with U.S. affiliates to adapt to current market trends, creating long-term business plans to inspire new ways for all to experience Korean cuisine and culture.

CJ Foodville is a compound word combining 'Food' and 'Village', pursuing toward a comfortable, relaxing, and fun family restaurant where customers can feel the same way when enjoying having a meal with families and neighbors in the village. This is a strong expression of CJ Foodville to deliver family-like, touching service to customers.

1. 인턴십 포지션: **SCM Order Processing Coordinator** handles all order documents and data for purchasing/warehousing operation and inventory check including data input to FG-Biz, issuing order sheet, organizing data and works of P/T workers in W/H, assisting W/H Supervisor
2. 업무내용:
 - Order process
 - Receiving orders, input into the system, print all the ordered list and hand over to warehouse workers
 - Adjust order quantity communicating with stores and issue picking list
 - Input PO information into the system and print all the ordered list and hand over to warehouse for receiving
 - Verify invoices of vendors with quantity and amount when it is delivered based on PO
 - Check and verify item and quantity when receiving and shipping out
 - Daily inventory check, if necessary
 - Inventory
 - Keep and track the precise records of all incoming and outgoing products
 - Confirm receiving and shipping out daily to keep right daily inventory data
 - Report any issues such as shortages, overages, aging, etc
 - Participate in monthly physical inventory check
3. 급여: \$12.00/hour
4. 근무시간: 9:00 am – 6:00 pm
5. 베네핏: 점심 제공
6. 자격요건: 인성이 바른 지원자 / 영어 업무 가능한 지원자

* 할로윈 (Halloween) 을 맞아 오피스 내부를 decorate 한 모습입니다.

