

PacTec, Inc. is hiring 1 – 2 Mechanical Engineering majors to assist with development and testing of custom packaging products for a variety of industries including transportation, construction, industrial, and waste industries. Additional projects as determined based on intern experience and related engineering major.

PacTec, Inc. is the leader in custom engineered packaging solutions for the transportation, construction, industrial, and waste industries. As a global provider of flexible waste packaging, including special nuclear products, spill containment berms, IP-1/IP-2 lift bags, etc. we operate multiple sales, manufacturing, and distribution locations across the world.

Equal Opportunity Employer: Veterans and persons with disabilities are encouraged to apply.

This standard procedure establishes and describes the duties, authority, responsibility, and measurements of performance for Industrial Engineering Intern. It should not be construed to be an all-encompassing list.

SCHEDULE:

ASAP through August 29, 2022 (Spring 2023 may be offered as an additional option)

Minimum of 2, five-hour shifts per week (exceptions considered upon request)

No more than 20 hours per week allowed (4 shifts maximum)

Main Office Hours of Operation: 8:00 am – 5:00 pm; Monday through Friday

Facility Hours of Operation: 6:00am – 4:30pm; Monday through Thursday

INTERNSHIP PARAMETERS:

- Paid interns are subject to all employee requirements and must adhere to the same policies as other employees. Exceptions will be granted regarding scheduling and school conflicts.
- The intern and the employer understand that the internship is conducted without entitlement to a paid job at the internship's end, and either party may terminate the internship at any time.
- Louisiana is an at-will state. There is no guarantee of continued employment, and either party may terminate the paid internship/employment at any time.
- Paid interns must have an ISO job description and training plan on file, which include expectations, responsibilities, reporting structure, etc.
- Interns who contribute satisfactorily will receive a certificate of accomplishment and be eligible to receive individual letters of recommendation.

MAJOR ESSENTIAL FUNCTIONS:

1) Assist engineering team in conducting product tests, potential design and product development including creating models and prototypes.

2) Gain hands-on, real-world experience to utilize knowledge of engineering principles gained in major course of study.

3) Participate in mentoring led by active mechanical, chemical, aeronautical, and industrial engineers.

RESPONSIBILITIES & DUTIES:

Teamwork:

- Work with regular staff and other interns to assist in the design and development process of customized packaging.

- Communicate regularly with management to facilitate continuous improvement of hands-on skills, confirm that work is proceeding at a satisfactory pace and that results continue to support project goals.

Manufacturing:

- Assist in evaluating and improving standard manufacturing methods.

Engineering/Technical:

- Assist in researching market trends for new technology and emerging product lines.
- Assist in estimating and pricing within established policies and procedures.
- Provide technical assistance to the plant in relation to process parameters and standard manufacturing methods, work instructions, processing, and sales.

Quality Assurance:

- Abide by ISO 9001: 2015 quality standards.

REQUIREMENTS:

- **Must have reliable transportation.**
- **Education** - Required: Current enrollment in accredited college; Industrial or Mechanical Engineering declared major preferred; junior or senior preferred. Minimum cumulative 3.0 GPA required.
- **Experience** – No manufacturing experience necessary. Previous manufacturing experience a plus.
- **Skills** - Proficiency with MS Office programs (MS Excel, Word, Email, etc.). Ability to independently prioritize tasks and meet deadlines with minimal oversight. Ability to work on multiple projects simultaneously. Attention to detail. Advanced math and analytical skills. Legible handwriting. Excellent communication skills.
- **Abilities** - The use of analytical and observational skills which demonstrate an ability to plan and select methods of manufacturing, organize, budget, design and control manufacturing programs.
- **Essential Physical Functions** - The ability to sit for extended periods of time and use keyboard/mouse. The ability to oversee experimental projects in various uncontrolled weather environments and on uneven terrain. No strenuous physical activity required. Study, supportive sneakers or work boots required.

MEASURES OF PERFORMANCE:

- All the above responsibilities and duties as enumerated are performed timely and satisfactorily.
- Confidentiality of Company, customer, supplier and employee information is maintained.
- The degree of cooperation, communication and coordination is maintained so that a friendly attitude and positive image is projected to all outside and inside contacts.
- The ability to recognize and deal with priorities has been and is exhibited.
- All duties are performed with or without needed supervision and direction. Ability to stay on task.
- Attendance and timeliness
- Accuracy of calculations

Apply Here: <https://www.click2apply.net/g2mMJPIpr78LSdjil2nw>

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