



GWINNETT, NEWTON AND ROCKDALE
HEALTHY. PROTECTED. PREPARED.

Summer of Impact 2024 GNR Internship

Role: Inventory Management Assistant

Purpose of the summer internship: To help the emergency preparedness and facility teams manage inventory through a paid internship for one Summer of Impact student from Central Gwinnett HS or Discovery HS. The internship will primarily be at the administrative office complex location for GNR Public Health, 2570 Riverside Parkway, Lawrenceville, GA 30046.

Internship Description: GNR Public Health is seeking one 2024 summer intern to help our teams with inventory management. The intern will work under supervision and assist the emergency preparedness team to reorganize supply and equipment inventory.

This internship with GNR Public Health will help students develop:

- Teamwork skills
- Inventory Management skills
- Facility Operations skills
- Time Management skills

The intern will be expected to:

- Assist the emergency preparedness program to reorganize supply and equipment inventory at various warehouse rooms and trailers
- Place asset tags and labels on all relevant inventory
- Document all relevant inventory location
- Enter inventory into DPH inventory management system
- Other tasks as needed by the facilities team
- Other tasks as needed by the emergency preparedness team

Requirements

- Excellent time management skills
- Be able to lift up to 50 pounds
- Able to work during district office hours (M – F, 8am – 5pm)