



## Experience Works! PLUS Internship Program

A program of the Westmoreland-Fayette Workforce Investment Board

***Please review the EWP Handbook for full program eligibility and application processes. The WFWIB funds internships at its discretion and reserves the right to screen worksite and individual intern applications to ensure program eligibility. We cannot guarantee an interview or internship offer if a student is referred to one of the following organizations. Program spots are limited and filled on a rolling basis.***

### **Internship Job Title:**

Operational Excellence Intern

### **Location:**

Saltsburg, PA

### **Responsibilities:**

An Operational Excellence Intern supports continuous improvement initiatives within a manufacturing environment. This role provides hands-on experience in analyzing processes, identifying inefficiencies, and implementing solutions using lean manufacturing and process improvement methodologies.

### **Key Responsibilities**

- Assist in analyzing production workflows to identify waste, bottlenecks, and inefficiencies
- Support implementation of continuous improvement initiatives using methodologies like Lean Manufacturing and Six Sigma
- Collect, organize, and analyze operational data to track performance metrics (KPIs)
- Participate in root cause analysis and problem-solving activities
- Help develop standard operating procedures (SOPs) and process documentation
- Collaborate with cross-functional teams (production, quality, supply chain, engineering)
- Support projects related to safety, quality, cost reduction, and delivery improvement
- Assist in conducting time studies and process mapping exercises

### **Critical Skills:**

- Currently pursuing a degree in Engineering, Operations Management, Supply Chain, or a related field
- Strong analytical and problem-solving skills
- Familiarity with Microsoft Excel or data analysis tools
- Interest in manufacturing processes and continuous improvement

- Good communication and teamwork skills
- Basic understanding of lean tools (5S, Kaizen, Value Stream Mapping)
- Exposure to statistical analysis or quality tools
- Experience with process improvement projects (academic or internship)