



Job Posting Details	Summer Intern - Global Business Process
Job Requisition	R-102201 Summer Intern - Global Business Process (Evergreen) (Open)
Job Family	Sales Administration Family
Start Date	02/26/2024
End Date	
Worker Sub-Type	Intern (Trainee)
Location	Williamsville, NY, United States of America
Time Type	Full time
Locations	

Description

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It's fun to work in a company where people truly BELIEVE in what they're doing!

Ingram Micro is the business behind the world's brands reaching nearly 90 percent of the world's population. Our market reach, diverse solutions portfolio, and digital platform Ingram Micro Xvantage™ set us apart. We have approximately 27,000 associates committed to serving our more than 161,000 customers and 1,500 vendor partners worldwide. Learn more at www.ingrammicro.com.

Ingram Micro has earned Great Place to Work Certification™ for 2022-2023 in the United States! This prestigious recognition reflects our commitment to our people and our culture.

Come join our team where you'll make technology happen in surprising ways. Let's shape tomorrow - it'll be a fun journey!

Ingram Micro is seeking a motivated and talented Global Business Process Intern to join us in June for our 10-week PAID Summer Internship Program! We are looking for ambitious college and university students who are ready to expand their skills and apply them to meaningful work with a global organization.

Location:

This position is based in our Buffalo, NY office with the opportunity for a hybrid schedule, with a few days remote per week in addition to in-office hours.

Program details:

We have internships available across our various departments and locations throughout the U.S. Unless otherwise noted – all internships are on a hybrid format with a few days remote per week in addition to in-office hours at the designated office listed in the job description, and are 40 hours per week, Monday through Friday. Our program includes cohort activities such as learning & development trainings, executive speaker sessions, group projects, and other events.

Important dates:

- February – March: Applications Open (some postings may close early due to applicant volume)
- March – April: Recruiters and hiring managers will review applications and reach out to candidates on a rolling basis. Some internship positions will start interviews sooner than others, but candidates may expect to hear by the end of April if they are selected for an interview.
- May: All interviews to be completed and offers to be made
- June 3rd – August 9th: First cohort start & end date



- June 17th – August 23rd: Second cohort start & end date

Your role:

- Process mapping, formatting and standardization
- Jira status reporting and inputting into newsletter
- SharePoint support and training materials archiving
- Data collection and reporting

What you bring to the role:

- Actively enrolled in an accredited college/university program, or recently graduated (within the last semester or quarter) from an accredited college/university program.
- Strong Excel, Visio, PowerPoint, and communication skills

The typical base pay range for this role across the U.S. is USD \$36,600.00 - \$54,900.00 per year.

The ranges above reflect the potential annual base pay across the U.S. for all roles; the applicable base pay range will depend on the candidate's primary work location, pay grade, and variable compensation plan. Individual base pay within each range depends on various factors, in addition to primary work location, such as complexity and responsibility of role, job duties/requirements, and relevant experience and skills. Base pay ranges are reviewed and typically updated each year. Offers are made within the base pay range applicable at the time of hire. New hires starting base pay generally falls in the bottom half (between the minimum and midpoint) of a pay range.

At Ingram Micro certain roles are eligible for additional rewards, including merit increases, annual bonus or sales incentives and long-term incentives. These awards are allocated based on position level and individual performance. U.S.-based employees have access to healthcare benefits, paid time off, parental leave, a 401(k) plan and company match, short-term and long-term disability coverage, basic life insurance, and wellbeing benefits, among others.

This is not a complete listing of the job duties. It's a representation of the things you will be doing, and you may not perform all these duties.

Please be prepared to pass a drug test and successfully pass a pre-employment (post offer) background check.

Ingram Micro believes there is no place in our society for social injustice, discrimination, or racism. As a company we do not – and will not – tolerate these actions.

Ingram Micro Inc. is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other protected category under applicable law.