



Role Profile

Role Title:

Reports To:

Position Location:

Company Background:

Genus (Parent company to ABS Global, PIC and R&D/IntelliGen) is a global FTSE 250 company, headquartered in the UK and listed on the London Stock Exchange. With revenues of around £500 million, Genus has a presence in over 70 countries, with a global workforce of approximately 3,200 employees. One of the best performing stocks on the London Stock Exchange, the Company's market capitalization is around £2 billion. **We are a worldwide leader in porcine and bovine animal genetics, partnering with farmers to transform how we nourish the world – a mission that is important to a sustainable future.**

Each generation of animals is selected based on a number of desired traits, including greater health, fertility, productivity or feed efficiency. With superior animal genetics, Genus helps its customers in the dairy, beef and porcine supply chains around the world produce offspring with improved robustness, superior production efficiency and greater sustainability. Genus's vision of "*pioneering animal genetic improvement to help nourish the world*" is supported by its core values to be customer-centric, results-driven, pioneering, people-focused and responsible.

For more information on our student program, please visit- www.startingatgenus.com

Overall Responsibilities:

Inventory and Document Control Intern is responsible for supporting the archival process of all historical documents. This position will assist with creation, update, and review of documents. Documents may include, but are not limited to, standard operating procedures (SOPs), forms, guides, and other documents. Additionally, this individual will assist with warehouse inventory control. The Inventory and Document Control Intern position will work closely with the Quality and Supply Chain departments, but will interact with all departments at IntelliGen Technologies.

Specific Accountabilities:

- Maintain and archive documents, such that they are well organized and easily retrieved
- Assists the Quality Assurance Analyst and Supply Chain Manager with document control including document creation and revision.
- Assists with investigation of non-conformances and updates records appropriately.
- Supports the Inventory Control Specialist with inventory maintenance, including receipt of inventory into the warehouse.
- Comply with established quality, safety, and environmental procedures and policies
-

Qualifications and Experience:

- High school diploma or GED required
- Strong attention to detail
- Great time management skills
- Excellent interpersonal and communication skills
- Basic computer skills and familiarity with Microsoft Office required
- Familiarity with Microsoft teams and SharePoint preferred
- Able to lift warehouse and document boxes
- Holds a valid driver's license

Capabilities and behaviors:

- Live and display the Genus values at all times in their day-to-day activities.
- Maintain professional verbal and written communications with co-workers, internal and external customers, and vendors at all times.
- Be flexible with respect to job responsibilities and consistently strive to be an effective team member.
- Strive to advance your skills and display a willingness to accept future development.
- Actively participate in company training opportunities to further develop skills applicable to the team.
- Gain an understanding of the company's business and the team's role within the company.