



Title: Pattern Taker

Supervisor: ECommerce Manager

Department: Aftermarket

Supervises: 0

Description:

As part of Racemark's Aftermarket division, a Pattern Taker is responsible for gathering automotive floor mat patterns based on our internally defined process. The Pattern Taker will be given a target date for the pattern to be collected and submitted to Racemark's engineering department for processing.

Main Objectives:

1. Using the defined patterns needed list the Pattern Taker will check online the local automotive dealership's inventory.
2. Capture floor mat shapes of automobiles located with original floor mat.
3. Follow detailed instructions for accurate pattern taking.
4. Completes training to be able to complete assignments and maintain accurate records of pattern taking as a Certified Pattern Taker for the company.
5. Provides research and data to support Management in making quick and effective decisions.
6. Identifies opportunities for process improvement.
7. Once an introduction has been made with a contact, this position will continue to build and maintain positive relationships with clients and work collaboratively to achieve results. This includes continued communications through toolbox meetings, customer rewards, swag, etc.

Qualifications:

- Able to use company assigned tablet to take images of floor mats for the engineering department to digitize using software.
- Basic experience with Microsoft word, excel and outlook.
- Able to self-organize and solve problems quickly.
- Effectively manages time in a fast-paced environment.
- Strong written and spoken English communication skills.
- Adapts to changing situations, circumstances, and audiences.
- Comfortable using/reading ruler (metric and US standard)
- Excellent oral and written English communication and presentation skills.
- Must have the ability to strike up conversations with new people and maintain their interest.

Paid per pattern when pattern quality is approved by the engineering dept.

This Intern position does not include benefits, holiday pay or 401k contributions.