



KBW Supply: Internship Program

ABOUT THE COMPANY:

KBW Supply is a wholesale distribution company dedicated to the horticultural industry. Founded in 1974, KBW Supply has a long history of dependable service to customers throughout Texas and Mexico. We stock a large variety of products for Greenhouse Nursery Growers, Landscape contractors, Athletic sport fields, and Pest control operators.

KBW Internship Goals:

Provide a building experience that will help all that come through the program to be successful in any career path, while also providing a holistic view of the Texas Green Industry.

Intern Goals:

- Introduce Intern to different career paths within the Texas Green Industry
- Gain an understanding of Horticultural products and their uses in the industry
- Gain experience in multiple departments of a Business
- Build a degree of professionalism that is necessary to be successful in any career
- Gain a general understanding of office operations

Intern Compensation:

- Hourly Rate of \$10
- Living arrangements provided either through housing stipend or prearranged housing.

KBW Expectations of Intern:

- Commitment to a 40-hour work week.
- Arrival to work at a timely manner starting at 8am and ending at 5pm
- Maintain a high degree of professionalism with co-workers and customers
- Eagerness to learn and work with different departments of the business.
- Ability to be self-sufficient in the workplace when given a task by mentor.
- General Computer and Office 365 skills
- Provide Insight per Department

General Workflow of Intern:

Time Frame: 10weeks (*start date will be either mid-May or early June*)

- Week 1: Warehouse Operations
 - o Orientation/ history of the company and walk around with head management
 - o Loading of customers/ pulling orders
 - Learning of Warehouse Operations
 - Gain knowledge of the Products

- Week 2-5: General Office Operations
 - Shadow Shipping & Receiving Department
 - Routing Trucks, Shipping orders, and General Logistics
 - Shadow Front counter Sales/ Customer Service Department
 - Help with Order taking and sales order process
 - General Customer service
 - Showroom Merchandising
 - Re-organizing of a section in the showroom for better customer experience
 - Gain better product knowledge
 - Assist in Marketing programs for Summer and Fall
 - Shadowing our Procurement Department
 - Sourcing of material/ Vendor Relations
 - Demand Forecasting and Usage Rates
 - Shadowing Accounts Payable and Receivable Department
- Week 6:
 - Greenhouse Construction
 - Work through the process of greenhouse design, procurement of material, and building/assembly
 - Work with Greenhouse Construction/ Maintenance crew
 - Do sales run/ interact with Greenhouse Sales
- Week 7: South Texas Sales Run:
 - Travel South Texas Region with Rep visiting different customers operations
 - Opportunity to meet other potential employers in the South Texas region
- Week 8: Central Texas Sales Run:
 - Travel the Central Texas Sales Region with a Rep visiting Customers Operations
 - Wonderful opportunity to meet other potential employers in the Central Texas Region
- Week 9: North and East Texas Sales Run:
 - Travel to our Tyler Operation and visit with different customers operations in the North and East Texas Region
 - Wonderful opportunity to meet other potential employers in the North and East Texas Region.
- Week 10: Insight week
 - Build and provide a report to management over a department of the business they desire.
 - Intern will choose a branch of the company to dissect and provide a report to management. Report can used in management decision making.

IF INTERESTED PLEASE PROVIDE A RESUME AND ANY LETTERS OF RECOMMENDATION TO THE FOLLOWING
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