

10 Week Internship Program

- Week 1** Introductions, meet your mentor, meet the team, lunch with the Profit Center Manager and your mentor. Computer ID and logon set up, introduction to Hajoca Learning Center online. Brief history of the company. Begin work in the warehouse stocking shelves and learning product.
- Week 2** Warehouse duties: Proper stocking techniques, warehouse locations and maintenance, product codes, forklift and hand truck operations. Product knowledge classes.
- Week 3** Order Pulling: Pick Ticket order pulling procedures, delivery truck loading and unloading. Vendor sponsored trip to Tyler Pipe & Foundry of Tyler Texas. (We will spend a day touring the plant and observing their manufacturing processes and distribution channels. Lunch with the Tyler Pipe Co. representatives)
- Week 4** Order Checking and Shipping: Proper order checking procedures, UPS and FED Ex shipping procedures. Less than Truckload shipping and processing. Lunch with our Regional Manager to discuss progress and career plans.
- Week 5** Receiving stock and returns: Proper receiving procedures and returned goods processing. Transfer and intercompany pick ticket processing. Presentation of our CEO Rick Fantham's Compelling Path Forward (His view into the talent, skills, and technologies we will need to continue to grow in the years ahead.
- Week 6** Counter Sales: Introduction to Solar Eclipse training. (Our computer operating system) Sales order entry Basic and Advanced. Meet, greet, and interact with customers.
- Week 7** Counter Sales cont.: Entering orders, calling Ques, maintaining orders, and Customer service. Vendor sponsored trip to Mansfield Plumbing Products in Mansfield Texas. (We will spend a day touring the plant and observing their manufacturing processes and route to market. Lunch with the Mansfield Plumbing representatives).
- Week 8** Customer jobsite visits: Each day will be spent on a different customers jobsite observing different phases of the job including: rough ins, top outs, set outs, and trim outs, water heater replacements, and general repair services.
- Week 9** Delivery: Ride along with our deliver drivers, delivery manifesting and Sig Touch training. Vendor sponsored trip to Jetta Corp in Oklahoma City, Ok. (We will fly to Oklahoma and spend 2 days touring the plant and observing their manufacturing processes, and learn the history of the company. Dinner with Jetta Corp President and our Jetta Sales Representative.)
- Week 10** Operations: spend the week with the PCM covering a broad array of topics to include Company philosophies, Core Values, profit sharing, inside sales, outside sales, showroom sales, purchasing, pricing strategies, and MDP program and requirements.

Please Apply at www.HajocaCareers.com The Plumbing Warehouse Shreveport