GENTEX CORPORATION
Internship Opportunity

To:　　**All Gentex Employees**

From:　　**Debbie Burnett, Human Resources**

Date:　　**February 12, 2015**

Subject:　**Job Opening –** 　eCommerce Internship

There is an opening at the Simpson facility for an eCommerce Internship, **preferred start April 2015.** The IT Intern will be assigned to our eCommerce development team. This is not a programming position – this is a position to use existing technologies to facilitate the interchange of data between our eCommerce and manufacturing environments while also assisting with basic project coordination activities.

EXPERIENCE:

No direct experience necessary, however, it will be expected that the selected candidate will have excellent time-management, interpersonal, and technical skills as necessary to assist delivering this project in on-time and on-budget – along with a desire to work in eCommerce as a career path.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong working knowledge of Microsoft Office products, such as Word, Excel, PowerPoint, and Outlook are required
- Working knowledge of Microsoft SQL, Microsoft Access, and Microsoft Excel technologies
- Ability to collaborate in a peer environment
- Must have the ability to solve problems
- Must have the ability to follow established policies and procedures

- Requires a strong desire to learn ecommerce technologies and methodologies
- Must have application of basic job principles, theories and concepts

- Must have excellent time management skills to meet deadlines
- Must be able to communicate effectively to supervisors, coworkers and others both verbally and written

ESSENTIAL FUNCTIONS:

- Collaborate with team members to deliver projects on time and with a high degree of quality
- Perform basic to intermediate application software testing functions
- Perform basic system configuration, documentation and assist with designing platform changes

- Participate in configuration, testing, training, walkthroughs, and implementation of the ecommerce platform
- Work to increase clarity and streamline implementation
- Work with team members and business customers to understand and document functional requirements.
- Additional duties as assigned.

Gentex is an E-VERIFY participant and an Equal Opportunity Employer M/F/V/D.
Pre-Employment screening required.

**For information regarding this position, and/or to submit a resume, visit our website at www.gentexcorp.com**