RIDGID PRODUCTS

RIDGID Products a manufacturer of quality drain cleaning equipment and hand tools in Orange, Virginia is accepting applications/resumes for the position of Summer I.T. (Information Technology) Intern.

SUMMARY
The Ridgid Products I.T. Intern position supports the development of information technology skill sets necessary in a manufacturing environment. I.T. Intern students will participate in documentation of existing systems, development of new ones, and PC support.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
- The primary objective in summer 2015 will be to assist in organizing the computer department work areas using 5S principals.
- PC support, including helpdesk, end-of-lease PC swaps, PC and printer troubleshooting
- Maintenance of company Intranet on Sharepoint
- Documentation of plant systems, network, wireless, phone, and cell signal repeaters.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Advanced high school graduate or currently enrolled in college, preferably working toward a technical degree. Must be familiar with Microsoft Excel. Knowledge of Microsoft Office, SharePoint, Visio, VMware, Cisco routers, would be desirable.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS
None required over basic employee requirements.
PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and sit. The employee is occasionally required to walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

Application deadline is May 15, 2015.

Ridgid Products is an equal opportunity employer. EEOC/MFVD

How to Apply: Please forward your resume to:

Rosa.Brookman@Emerson.com

Or mail/deliver to:

Rosa Brookman
HR Manager
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