



## **PRESENTATION OF THE COMPANY**

Avery is the world-leader for software-driven digital printing solutions for millions of small businesses and consumers and stands for organisation in the office, school and at home. We are a leader in innovative technologies and product solutions for printable media and our brand is the most recognised in the industry.

Today, Avery is owned by CCL, the largest label company in the world providing innovative solutions to the Home & Personal Care, Food & Beverage, Healthcare & Specialty Automotive, Electronics & Consumer Durables and Retail & Apparel markets worldwide.

## **OVERALL PROJECT DESCRIPTION:**

Avery UK uses an Enterprise Resource Planning (ERP) system that was installed in 2001. This system is now out of date and unfit for our growth strategy. The purpose of this project is to install a modern ERP system in 2018 for the Western European Region (UK, France and Benelux).

The role of the intern is to support the preparation for the implementation and to carry out daily operational responsibilities that allow the French and UK DC Managers to focus their time onto the project.

## **PRIMARY JOB PURPOSE**

To support preparation for the implementation of a new warehouse management system (WMS).

### **Internship**

#### **Work with DC work-stream managers to ensure strength of process.**

- Use established process maps to walk and validate the process and value stream.
- Validate process maps and modify where required.
- Identify gaps in process and highlight to project team.

#### **Check and modify "Standard operating procedures" for new WMS**

- Review all Standard operating Procedures (SOP).
- Align and modify any out of date SOPs.
- Create new SOPs where gaps are identified.

#### **Help prepare processes in advance of transfer to new system.**

- Based on future requirements, make changes to process. Eg. goods in receipts.

#### **Help with key operational requirements in support of daily business.**

- Organise shipping manifests for freight to France, BLX & UK.
- Manage returns process and general quality checks.
- Support anomaly management.

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## **KEY ACCOUNTABILITIES**

### **Internship**

- Preparation of processes in DC.
- Accuracy of Standard Operation Procedures (SOPs) for all key and critical processes.
- Key project plan dates related to above accountabilities.
- Smooth continuation of day to day business.

**In addition to your accountabilities you will be invited to join all site management meetings, our supply chain development forum and have access to basic financial training. This will enable you to get a bigger picture view of the business and will allow you to practice management skills in a safe environment.**

## **COMPENSATION**

£15,000 pa (Pro-rated)

## **ADDITIONAL INFORMATION**

Application must be sent to Sean Flanagan – Operation Manager UK, France and Benelux  
[sflanagan@avery.com](mailto:sflanagan@avery.com)

Location of the internship – Raunds, Northamptonshire (United Kingdom)

Duration – 6 months (commencing as soon as possible)