



Making Life Easier Scholars

INTERN DESCRIPTION

Requisition: TFSINT009

Intern Department: TFS Central Customer Service Center

Location: Cedar Rapids, IA

TFS Summer Interns will have the unique opportunity to learn about the workplace and acquire the skills necessary to succeed on the job while potentially inspiring them to seek the education necessary to achieve their long-term career goals.

Interns will be assigned a project designed to help them learn key skills and attributes necessary to succeed on the job. Each intern will have a dedicated mentor to provide guidance and resources and a manager to provide feedback on progress. The 8-10 week work program is designed to help the interns grow in problem solving skills and business acumen through project management and exposure to enrichment/learning opportunities.

Assignments may include

1. Interact with key business leaders and mentors
2. Assist with researching department and business issues, synthesizing data, and creating reports
3. Prepare presentations, training materials, and other communication memos
4. Participate in special projects such as process improvement through the Kaizen process
5. Complete assigned enrichment/learning tasks that will be provided by the intern sponsor

Required Skills:

- Proficient in Microsoft Applications (Word, Excel, Power Point, Outlook)
- Self-motivated and a disciplined work ethic
- Effective verbal and written communication skills

HOW TO APPLY:

Candidates should send an email to [TFS Talent Acquisition@Toyota.com](mailto:TFS_Talent_Acquisition@Toyota.com) that includes a resume and the requisition number (e.g., TFSINT009) to which you're applying.