

Topco Category Management Internship

Elk Grove Village, IL

Topco Associates is currently seeking qualified students for our 2019 Category Management Internship Program in Elk Grove Village, IL.

The Category Management Intern works with an assigned category team to perform a variety of purchasing related activities which include sourcing, negotiating, price management, market intelligence, and consultative selling. In this role, you will gain exposure to a variety of product types and brands within the grocery retail industry and will develop skills using Salesforce, SAP, SAP BI, IRI.

Responsibilities:

- Assist team with business/category reviews
- Promotes optimal service by processing all product orders promptly and accurately
- Research, calculate and coordinate member pricing. Analyze for pricing errors.
- Maintain communication/relationships with members and suppliers
- Assist in coordinating and then attending supplier meetings
- Respond to supplier/member inquiries about pricing, promos, specs, deductions, etc.
- Work with Category Manager to move projects forward
- Make follow up phone and email service calls to members and suppliers and carriers to ensure satisfactory handling of orders and resolution of problems in order to avoid adjustments and enhance customer satisfaction
- Work with members, suppliers, carriers and Topco Accounting to quickly resolve any current billing problems
- Assist teammates with preparing documents for member and supplier business review/planning sessions
- Create, publish and track member surveys
- Assist in completing and approving new item specs and announcements and recommending new initiatives
- Conduct market research and data for analysis
- Assist in any special projects presented to the team to ensure member and supplier satisfaction
- All other duties as assigned

Successful completion of this internship is an entry point into our Category Development Rotational Program. Rotations include Member Services, Logistics, Demand Planning, Master Data, Category Management and Category Insights.

Qualifications:

- Currently enrolled in a four-year college degree program, preferably in a business discipline
- Must have strong PC skills in MS Office package: Word, Excel, PowerPoint, Outlook
- Strong analytical skills
- Able to work in a fast paced, multi-tasking environment.

- Able to communicate effectively in both oral and written forms with people at all levels
- Ability to speak publicly and make presentations to groups of various sizes.
- Strong organizational skills
- Strong problem solving and decision making skills

About Topco:

Topco is a nearly \$14 billion, privately held company that provides aggregation, innovation and knowledge management solutions for its leading food industry member-owners and customers, including grocery retailers, wholesalers and food service companies. Topco leverages the collective volume, knowledge and commitment of these companies to create a competitive advantage in the marketplace by reducing costs and offering winning business-building capabilities. Learn more online at www.topco.com

Apply Here:

To apply for this internship opportunity, please email a copy of your resume to recruitment@topco.com