



## **Walmart Stores Field Intern Job Description**

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### **Job Responsibilities**

Below listed are the primary job responsibilities and functions for the field intern position. An Associate in this position will be expected to perform additional job-related responsibilities and duties throughout the facility as assigned and/or as necessary.

#### **Learn Retail Operations**

- Complete job shadow assignments in cross functional areas, including, but not limited to: front-end operations, sales floor merchandising, human resources, back room / inventory control, accounting/ back offices
- Engage in facility projects in cross functional areas, including, but not limited to: front-end operations, sales floor merchandising, human resources, back room / inventory control, accounting/back offices

#### **Apply Knowledge of Retail Operations**

- Identify gaps in current operational processes and procedures in cross functional areas, including, but not limited to: front-end operations, sales floor merchandising, human resources, back room / inventory control, accounting/ back offices
- Identify solutions to gaps identified in store operations
- Create plan to implement solution with quantifiable metrics
- Implement plan and monitor progress
- Communicate plan status and updates to store management team
- Present project summary and success report to Market team at close of internship

### **Key Characteristics**

Below listed are important knowledge, skill and ability requirements of the field intern job function:

- **Adaptability/Flexibility:** The ability to change one's management style or approach as a result of unexpected circumstances or ambiguous work situations
- **Analysis:** The ability to systematically gather information from a variety of sources, analyze information, identify implications of data, draw appropriate conclusions, generate viable solutions to a question or problem, evaluate the consequences of choosing each alternative
- **Cooperation:** The ability to cooperate and work well with others to improve the facility's performance while acting as the Company's representative
- **Relationships:** The ability to develop and maintain professional, trusting, positive working relationships with supervisors, Associates and customers
- **Diversity Awareness:** The ability to willingness to respect and value the differences and perceptions of different groups/individuals.
- **Dependability:** The ability and willingness to take ownership of work activities and manage Associates to complete tasks accurately, efficiently, and in a timely manner.



- **Drive:** The ability and willingness to demonstrate eagerness, enthusiasm, optimism, and passion when working
- **Integrity:** The ability and willingness to implement, uphold, and enforce ethical standards, and implement and comply with all local, state, and federal laws and Company policies and procedures.
- **Professional Development:** The ability and willingness to develop oneself professionally in order to achieve a higher level within the Company.

## **Essential Functions**

An individual must be able to successfully perform the essential functions of this position with or without a reasonable accommodation.

- Observe and evaluate current operational processes and procedures.
- Identify opportunities within current operational processes and procedures.
- Consider relative costs and benefits of potential actions for maximizing efficiency, effectiveness, and productivity.
- Contribute to an environment that respects and supports Associate opinions and input.
- Incorporate Associate participation into planning and decision-making.
- Monitor projects against a predetermined deadline and measure of quality.
- Implements strategies and action plans to promote customer retention, create opportunities for sales growth, and exceed sales targets.

## **Entry Requirements**

Qualifications for the job are listed below:

### **Minimum Qualifications**

- Enrolled in a four-year university as a junior or senior
- Maintain a GPA average of 3.0 or higher