Benco Dental Fall Internship Opportunities

Social Media & Editorial Intern

The Social Media & Editorial Intern will support the Branding and Communications team in all functions related to social media, public relations, marketing and other projects. The ideal candidate will have an academic focus in Journalism, Marketing, PR or a related field. This position will be based at our Pittston, Pennsylvania headquarters.

Scope of Responsibilities

- Create original and engaging content ideas for TheDailyFloss.com blog, and execute across other appropriate social channels.
- Write content pieces for the quarterly Incisal Edge dental lifestyle magazine and the Benco Bulletin internal publication; coordinating with photography and design as needed.
- Provide live media coverage at company activities and events.
- Support in the management and maintenance of Benco Dental social communities including, but not limited to: Facebook, Twitter, Instagram, LinkedIn, Snapchat, Pinterest and YouTube.
- Create content for Benco.com, IncisalEdgeMagazine.com and support SEO efforts.
- Assist with content needs related to email marketing, catalog copy, product descriptions and more.
- Support ambassador outreach efforts, helping to targeting online influencers from among Incisal Edge 40 Under 40, The Lucy Hobbs Project and other company initiatives who can drive interest in the Benco Dental and Incisal Edge brands, both online and at the regional level.
- Support our Public Relations efforts with administrative tasks including media research, press archiving and communication and pitching needs.
- Conduct research as needed.

Qualifications

- Strong writing, editing and proofreading skills; online writing experience preferred.
- Advanced knowledge of Microsoft Office including Word, Excel, Outlook
- Ability to perform basic functions within Adobe Creative Suite.
- Effective organizational skills for managing multiple tasks at once
- Career interest in journalism, social media, marketing and/or PR.

Requirements
Must be at least 18 years of age and enrolled in your sophomore, junior or senior year at an accredited college or university.
Must be able to receive college credit.

Must be able to work from our Pennsylvania headquarters.
Purchasing Intern

The **Purchasing Intern** will be responsible for learning and executing purchasing of non-inventory items, learning processes/best practices around DRP system utilization in distribution. Will work with Suppliers on maintaining current delivery schedules.

**Responsibilities:**

- Purchase and maintain optimal inventory turns for non-inventory and/or inventory items for specific suppliers
- Use DRP system and ERP system reporting tools to expedite and maintain accurate PO delivery information from Vendors
- Participate in and/or support at least one internal project related to improvement of the organizations overall supply chain/purchasing operation
- Support Vendor Invoicing process through execution of invoicing and partnering with business analysts and IT on automation
- Attend training classes for assigned vendors as well as continuous improvement training, which will assist in performance of job functions
- Provide clear communication to both internal and external associates and customers

**Qualifications:**

- Currently pursuing an undergraduate degree in business, marketing, or supply chain
- Able to communicate effectively
- Is computer literate
- Excellent organizational skills
- Able to work independently or as part of a group
- Able to navigate Microsoft Excel and Word

**Key Performance Indicators:**

- On time delivery of PO’s
- Inventory turns on assigned items
- Number of past due PO line items as % of total open line items for assigned vendors
- Fill Rate for assigned Supplier

All job duties and responsibilities are essential functions of the position.
DraftsPerson/Architect Intern

Benco Dental, the largest privately owned, full-service dental distributor in the United States, is looking for a Draftsperson/Architect Intern who will be responsible for assisting our Design Department on numerous tasks including, but not limited to, dental design; as-built drafting and coordination; Herman Miller design support; creating, maintaining, and updating AutoCAD computer library for designers; managing the AutoCAD system to maximize efficiency and quality of the work product; supporting designers in the use of drafting standards.

Duties and Responsibilities:

- Assist with the delivery and coordination of in house and consultant documents to complete as-built drawings and design plans
- Assist with Herman Miller design layouts
- Internal support for the CenterPoint Design department
- Implement programming solutions and provides necessary training
- Act as computer liaison/representative to other Benco departments, software and hardware vendors
- Manage the creation, maintenance and updating of library of “blocks” and details
- Work cooperatively with sales team to accurately determine doctor’s needs to generate accurate preliminary drawings on the first preliminary plan for Silver Design Services (as needed)
- Research all proposed dental equipment requirements to generate accurate Detail and Specification plans (as needed)
- Willing to learn accurate preliminary and Detail and Specification plans which adhere to established standard company format (as needed)
- Effectively and promptly responds to communications from doctors, contractors and sales team regarding the design process and equipment specifications
- Follow up on equipment orders to be sure design Detail and Specification plans reflect required equipment
- Create supportive template information for reference material, to be shared by all members of the design department within Benco
- Complete all necessary paperwork in a timely manner such as monthly review form, time sheets, design billings, project trackers and expense reports
- Maintain complete documentation in Basecamp and archive files on a regular basis
- Continually increases design, computer and equipment knowledge
- Performs other duties as assigned to support the efficient operation of the department and company.

Qualifications include:
- Must have at least a 3.2 GPA and pursuing a degree in related field
- Excellent AutoCAD skills and experience
- Able to communicate effectively both written and verbally
- Working knowledge of producing construction details and drawings
- Must be a self-starter and capable of working independently
- Able to manage multiple tasks with deadlines

Experience with computer-generated renderings a plus
Human Resources Intern

**Benco Dental**, the largest privately owned, full-service dental distributor in the United States is seeking a detail orientated, highly motivated, and talented **Human Resources Intern**, who is interested in learning and experiencing Human Resources from a very active HR Department.

The Human Resources Intern will perform a combination of administrative and project-based functions. This position will gain valuable experience in all aspects of the Human Resources functions including:

- Assist with the onboarding process, including posting positions, reviewing applicants, and scheduling interviews
- Support compensation and benefits specialists in benefits planning, design and administration
- Assist with developing and implementing continuous improvement processes
- Assist with training and development plans
- Maintain accuracy of and update employee personnel files
- Effectively communicate changes in company policies and procedures
- Assist team members and staff
- Support other day-to-day operations of the Culture & People (HR) Department

The best takeaway for this HR Internship is working with true HR professionals who are passionate about the field and the exposure to Human Resources in a live environment.

**Qualifications:**

- **Enrolled as an undergraduate student at an accredited college or university, preferably Human Resources majors**
- Excellent verbal and written communication skills
- Ability to handle confidential information
- Attention to detail
- Interpersonal and communication skills; ability to professionally and confidently interact with individuals at all levels of the organization
- Time management with the ability to prioritize and meet deadlines
- Ability to thrive in a fast-paced, team oriented environment
- Proficiency in Microsoft Office suite (Outlook, Word, PowerPoint, Excel)

Able to work a minimum of 20 hours a week and up to 40 hours a week
Application Development Intern

Benco Dental is the nation's largest independent distributor of dental supplies and equipment. We are searching for an Application Development Intern at our Pittston, PA location.

Position Summary

Benco is looking for Junior or Senior level students majoring in Computer Science or a related field who are looking for an opportunity to gain experience toward starting a career in software development. This opportunity will introduce new technologies and provide experience in delivering innovative solutions in an agile software development environment. In this position, one will be immersed in a fast paced and highly effective development environment requiring quick-thinking and hands-on learning.

Responsibilities:

- Contribute to solving real-world problems
- Work side by side with experienced first-class developers in a fun and energetic atmosphere
- Work independently and collaboratively in a team oriented environment

Qualifications:

- Pursuing a bachelor’s degree in Computer Science or an equivalent program
- Excellent written and verbal communication skills
- Outstanding problem-solving skills
- Familiarity with object oriented programming and able to develop quality code
- Strong desire to learn and contribute
- Understanding of the agile software development lifecycle
- Experience working both independently and in a team-oriented, collaborative environment
- Familiarity with SQL or other database environments

.NET experience is a plus