

O'Reilly

Risk Management Internship - *This role is for the fall semester (2025) and open to **CURRENT** students pursuing Risk Management, Business, Mathematical, or related degree path.*

This position will manage vendor certificates of insurance. They will assist with reporting and analytics for the Risk Management department.

ESSENTIAL JOB FUNCTIONS

- Understand the overall concept and culture values of the company, including the brand, customer, product goals, and all other aspects of service.
- Engage with customers or clients and provides service and/or sales.
- Provide suggestions to management for improving customer service and internal processes.
- Answer phone inquiries, direct calls, and provide basic company information; oversee mail deliveries, packages, etc.
- Perform clerical duties, take memos and organize documents; photocopy, fax, etc. as needed.
- Assist in preparing information and research materials; create and maintain presentations.
- Take notes and memos during meetings; compose documents and reports; sort and manage files.
- Follow team procedures and standards related to reporting and ad-hoc analysis to improve data accuracy, visibility, and value.
- Provide insight into existing reporting methods and identify opportunities for improvement.
- Learn and becomes proficient on internal software systems.
- Manage databases and input information, data, and records.
- Attend company functions and networking events.
- Assist in telephone coverage for the department as needed.
- All other duties as assigned.

SKILLS/EDUCATION/KNOWLEDGE/EXPERIENCE/ABILITIES

- Must be enrolled in an accredited university/college program pursuing a Risk Management degree
- Excellent written and verbal communication skills
- Ability to work well independently and in a team-oriented environment
- Energetic and eager to tackle new projects and ideas

To learn more about the internship and apply visit careers.oreillyauto.com

Graybar

Internship - Graybar is a leading North American distributor of electrical, communications, data networking and industrial products. We serve customers in the construction market, the commercial, institutional, and government (CIG) market, and the industrial and utility markets. Graybar's products and services support new construction, infrastructure updates, building renovation, facility maintenance, repair and operations, and OEM.

WHO'S ELIGIBLE

- College juniors graduating December 2025 or May 2026
- Business related majors, i.e. Professional Sales, Supply Chain, Industrial Distribution or similar
- Students in excellent academic standing
- Available to work summer 2025

THE EXPERIENCE

- Hands-on experience based on interest area
- Team projects
- Professional networking
- Exposure to various business functions
- Cohort experience with interns across
- \$20/hour

Students who successfully complete the internship program will be evaluated for full-time employment as a **Leadership Trainee**.

The Leadership Trainee program provides career guidance and professional development opportunities while you gain skills and experience in your functional area(s) of interest.

To learn more about the internship and apply visit graybar.com/careers