

General Co-op Information

CO-OP & INTERNSHIP CYCLES:

SPRING: January to April

SUMMER: May to August

FALL: September to December

NUMBER OF OPENINGS:

Multiple per semester

WORK SCHEDULE:

M-F 8am - 5pm

COMPENSATION:

\$20 / Hour

QUALIFICATIONS

- Strong multi-tasking abilities
- Ability to work in a fast-paced environment
- Demonstrated verbal and written communication skills
- Detail oriented and a fast learner
- Customer service experience preferred
- Currently holds or is pursuing a Bachelor's Degree
- Willingness to work in different locations and environments

APPLY
TODAY



ESC LOCATIONS

Burlington - Corporate Offices

200 Middlesex Turnpike
Burlington, MA 01803
781-272-7700

Woburn - CDC

205 Wildwood Ave
Woburn, MA 01801
781-281-7676

Wakefield

23 New Salem St.
Wakefield, MA 01880
781-246-3127

Peabody

2 Centennial Drive
Peabody, MA 01960
978-879-4442

Mansfield - Sales Office

800 South Main St.
Mansfield, MA 02048
774-284-4704

Manchester NH - Sales Office

25 Sundial Ave #405w
Manchester, NH 03103
603-506-3427



CO-OP JOB DESCRIPTION



Distribution / Sales Engineer Co-op Program

Electric Supply Center is looking for dynamic, energetic and driven individuals to join our business and industry. This program will teach you about the exciting opportunities in the electrical distribution industry, and the relationships between distributors, electrical contractors, general contractors, architects, lighting designers and building owners.

Additionally, you'll learn how the supply chain (product manufacturers and their representation agencies) interact with distributors to support the construction industry.

ESC enjoys our relationship with many prestigious colleges and currently has many Alumni working full time with us today!

For more
information
or questions,
contact us



Successful candidates will learn the business by actively working in the following disciplines;

Projects (Lighting & Switchgear)

- Quotations
- Project Management
- Project Schedule Generation / Updating
- Introduction to Revit and Bluebeam Modeling (business applications)
- Document Control
- Customer Interaction
- Vendor Interaction

Sales

- Interact with customers by traveling with outside sales personnel.
- Work at branches to reinforce product knowledge and understand how our Central Distribution Center (CDC) supports our footprint.
- Identify how we market to different customers.

Operations

- Learn all aspects of the CDC to understand the support required to supply our industry.
- Actively work in the receiving, shipping, and delivery functions to understand how our bar-coded RF system helps streamline our logistics strategy.
- Work with Purchasing to understand the actions required to work with vendors to supply products to our industry.
- Work with technical tools we utilize to enhance productivity.

Other Departments

- Collaborate with the IT department providing helpdesk support, installing and configuring various equipment and software.
- Support the HR team to develop, train, and implement policies and procedures.
- Partner with the accounting team to engage in GAAP, processing and filing.
- Learn from Finance & Marketing.



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