



## Job Posting

**POSITION:** Intern – Process Improvement  
**STATUS:** Full-Time – Internship  
**LOCATION:** Kohl & Frisch Limited (Concord, ON)  
**REPORTS TO:** Operations Supervisor  
**DEPARTMENT:** Warehouse Indirect  
**SHIFT :** 40 hours/week – Monday to Friday - 11:00am – 7:30pm

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Founded in 1916, Kohl & Frisch Limited has a solid reputation in the healthcare industry that distinguishes it as the only national, Canadian-owned and operated wholesale distributor. A family- owned company, it is one of Canada's leading national distributors and is the essential link between pharmaceutical manufacturers and healthcare providers. Kohl & Frisch is fully equipped to service large chain retailers, independent pharmacies, clinics, and hospitals for all their Rx, OTC, home healthcare, and front shop needs.

### **Primary Role of This Position**

Under the direction of an Operations Supervisor, the Process Improvement Intern will be responsible for analyzing existing processes to identify inefficiencies, propose solutions, and assist in implementing improvements. They may work with cross-functional teams, collect data, and use various methodologies to optimize workflows and improve overall efficiency.

### **Main Responsibilities:**

- + **Process Analysis:** examine current processes to pinpoint areas for improvement, focusing on efficiency, accuracy, and effectiveness.
- + **Data Collection and Analysis:** Gather and analyze relevant data to understand current performance and identify potential problems.
- + **Reporting:** Prepare reports on process improvement projects, including progress, results, and recommendations.
- + **Solution Development:** Work collaboratively with the Management team to propose and develop solutions to address identified inefficiencies, often involving automation, new technologies, or process adjustments.
- + **Collaboration:** Work closely with cross-functional teams, managers, operations staff, and other stakeholders.
- + **Documentation:** Create process maps, standard operating procedures (SOPs), and other documentation to support new processes.

### **Qualifications**

- + A degree in or currently pursuing a degree in Industrial Engineering (preferred), Supply Chain Management, or Business.

- + Strong analytical skills with experience in data/process analysis and interpretation.
- + Excellent communication, both written and verbal, and interpersonal skills
- + Ability to multitask and manage changing priorities in a fast-paced environment.
- + Collaborative and team-oriented mindset, with the ability to work cross-functionally.
- + Strong organizational and project management skills, with the ability to manage timelines and coordinate with multiple stakeholders.
- + Strong problem-solving skills and attention to detail.
- + Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word, Outlook, Teams).

### **How to Apply**

If you are interested in applying, please submit a cover letter and a résumé to: [recruitment@kohlandfrisch.com](mailto:recruitment@kohlandfrisch.com).

***Please ensure you specify the job title, Intern - Process Improvement, in the subject line of your email.***

*Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted. Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodations upon request for candidates taking part in the selection process.*