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Paid Operations Management Internship

Gulf Coast Building Products is Hiring!



Operations Management Internship

Fall 2026: 20 hours/week

Spring 2027: 20 hours/week

The UWF Talent Catalyst Program

connects UWF students with paid internships that provide real-world experience, mentoring, and professional development while preparing them for successful careers.

Gulf Coast Building Products is partnering with the **UWF Talent Catalyst Program** to develop the next generation of operations leaders. Through hands-on experience in warehouse operations, logistics, inventory management, and process improvement, the Operations Management Intern will gain a broad understanding of how a successful building materials business operates while preparing for a future career in operations leadership.

Apply today using the QR Code or visit our website:
uwf.edu/WorkforceDevelopment



The UWF Talent Catalyst program combines paid part-time work experience, industry mentoring, and professional development focused on soft skills development.

Email: workforcedevelopment@uwf.edu



UWF Talent Catalyst
UNIVERSITY OF WEST FLORIDA



Operations Management Intern Job Description

Company: Gulf Coast Building Products

Location: Pensacola, FL

Hours: Part-time, 20 hours/week

Term: Fall 2026 and Spring 2027

Responsibilities

- Assist with daily warehouse operations, shipping, receiving, and inventory management.
- Support delivery scheduling and logistics coordination.
- Learn inventory control procedures and participate in inventory counts.
- Assist with organizing warehouse layout and maintaining a safe, clean, and efficient work environment.
- Help monitor order fulfillment to ensure timely and accurate deliveries.
- Collaborate with sales, warehouse, and delivery teams to support customer satisfaction.
- Learn purchasing, inventory planning, and product replenishment processes.
- Observe operational workflows and identify opportunities for improved efficiency.
- Assist with tracking operational metrics and preparing reports.
- Participate in continuous improvement projects related to warehouse and operations management.
- Shadow the Operations Manager to gain exposure to leadership, planning, budgeting, and team coordination.

Qualifications

- Currently pursuing a degree in Business Administration, Supply Chain Management, Operations Management, Logistics, Construction Management, Industrial Engineering, or a related field.
- Strong organizational and problem-solving skills.
- Ability to manage multiple tasks and priorities.
- Comfortable working in both an office and warehouse environment.
- Strong communication and teamwork skills.
- Detail-oriented with an interest in business operations and process improvement.
- Interest in pursuing a long-term career in operations, logistics, or supply chain management.

Professional Skills You'll Develop

- Warehouse and distribution operations
- Inventory management and inventory control
- Supply chain and logistics coordination
- Operations planning and workflow optimization
- Process improvement and operational efficiency
- Leadership and team coordination
- Cross-functional collaboration
- Data analysis and operational decision-making