



Summer Internship Program
May 28, 2019 - August 9, 2019
External Employer
Job Description

Employer: Ullman Oil
Assignment Address: 9812 East Washington Street POB 23399 Chagrin Falls, OH 44023
Job Category: Business
Human Resources
Number of Openings: 2
Work Schedule/Hours: Flexible
Internship Duration: 10 weeks
Internship Dates: May 28 – August 9, 2019

Company Profile:

Ullman Oil supplies NE Ohio and other communities with a full line of petroleum products. Safety and customer care are our main focus. The Safety/Recruiting department supports this mission by focusing on SAFETY, SERVICE, TEAMWORK, and SUCCESS. We focus on developing and maintaining a safety focused operation and culture, by recruiting, qualifying, training, and developing driver candidates and other employees in safe and best practices; ensuring compliance with all regulating agencies and industry standards.

Job Responsibilities:

- Assist with the coordination and facilitation of driver safety meetings and training.
- Manage required records in accordance with FMCSA, OSHA, and other government regulating agencies and company policies and procedures.
- Support consistent implementation and maintenance of company-defined safety and training process and systems. Maintain, order, manage, and distribute safety and compliance related resources.
- Perform safety surveys and inspections. Prepare findings with recommendations for corrective or preventive measures and follow up.
- Other duties as assigned base on Safety-Compliance-Recruiting, and Training goals.

Required Qualifications:

- Ability to communicate effectively, both orally and in written.
- Ability to maintain a high level of confidentiality.
- Strong work ethic, people and organization skills required.
- Flexibility and willingness to learn multiple functions in areas of Safety, Compliance, Recruiting, HR, Training and more.

Preferred Qualifications:

- Business, HR, EHS or similar declared major or interest.
- Some safety, recruiting, HR, or training background.