



**Rantec Power Systems Inc.
Los Osos, California
Job Description**

Title: Intern, Operations

Date: May 2026

Department: Operations

FLSA Status: Non-Exempt

Reports To: Operations Program Manager

Scope

The Operations Intern will support manufacturing operations through work-in-process tracking, production floor follow-up, and operational analytics. This position will work with Operations, Planning, Manufacturing, Materials, Quality, and Program Management to improve visibility into open work orders, physical WIP location, production constraints, material availability, and schedule risk.

A key part of this role will be spending time on the production floor locating WIP, verifying work order status, following up on stalled jobs, and helping ensure production status information is accurate and current. The Operations Intern will also assist with developing and maintaining Qlik reports, dashboards, and supporting analysis using data from Rantec's ERP system.

During the summer period, a project will be assigned that improves production visibility, supports on-time delivery, reduces manual reporting effort, and helps identify opportunities to improve manufacturing flow.

Essential Duties and Responsibilities

- Support work-in-process tracking for active production jobs, including work order status, physical WIP location, operation progress, material availability, and schedule risk.
- Walk the production floor to locate WIP, verify job status, and provide current information to Operations, Planning, Manufacturing, Materials, and Program Management.
- Follow up on stalled or aging work orders to help identify constraints preventing movement to the next operation.
- Support daily or weekly WIP reviews by preparing reports, validating data, locating jobs, and documenting action items.
- Work with cross-functional team members to understand production flow, routing steps, material movement, and work order execution.
- Develop strategies to improve visibility of production constraints and support better prioritization of work.
- Assist in developing and maintaining Qlik dashboards and reports used by Operations, Planning, Manufacturing, Materials, and Program Management.
- Analyze ERP data to identify production bottlenecks, aging WIP, late work orders, material shortages, and operational trends.
- Create and update documentation for reports, dashboards, data definitions, and recurring analysis.
- Problem solve in the reporting and database environment and help address end-user concerns.
- Ability to work flexible hours and/or different shifts, as required.
- Ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.
- As the Company's success relies on the productivity of our team and adherence to customer product schedules, an essential function of this position is the ability to arrive to work on-time, and work each day, as scheduled.
- Perform other duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires access to our export-controlled commodities, technical data, technology and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore, employment is contingent on compliance with ITAR regulations and successfully obtaining and maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

Education and Experience

- Pursuing a degree related to Business, Operations Management, Industrial Engineering, Manufacturing Engineering, Data Analytics, Supply Chain, or a related field.
- Interest in manufacturing operations, production flow, work order tracking, data analytics, or business intelligence.
- Comfortable spending time on the production floor and working directly with manufacturing, planning, materials, and operations personnel.
- Experience with Microsoft Word, Excel, PowerPoint, Outlook, and Teams.
- Experience with Qlik, Power BI, Tableau, SQL, Python, or similar reporting and analytics tools.
- Experience with Infor SyteLine or another ERP/MRP system is a plus.
- Ability to analyze data, identify trends, and communicate findings clearly.
- Ability to follow up on open items, ask questions, and escalate constraints appropriately.
- Good organization skills with attention to detail.
- Excellent interpersonal as well as verbal and written communication skills
- 3.0 or higher GPA

Physical Requirements

The physical demands described here are representative of those to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work within a factory environment, including moderate noise and chemical odors
- Moving between sitting, standing, and walking
- Consistently lifting and handling up to 10 pounds and periodically lifting up to 25 pounds.
- Specific vision abilities required by this job close vision, distance vision, peripheral vision, depth perception and the ability to focus, with correction.

Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious belief.