



THE MASTER'S CRAFT

1054 Chestnut Bend, West Plains, MO 65775

Telephone: 800-299-4611 Fax: 417-257-0110

2020 Internship Program

I. Purpose:

a. The purpose of the internship program at TMC is three-fold:

- I. ***TMC will evaluate you as a prospective future employee*** - We get an extended evaluation of college students that we believe to be good candidates for future employment.
- II. ***You will evaluate TMC as a prospective employer*** - We will expose you to the day-to-day grind of the store environment at TMC to ensure you have a thorough working knowledge of our company from warehouse to management.
- III. ***We will impact how you view business and your future career*** - We will provide you a meaningful and educational experience. We want you to leave not only with a clear understanding of how a medium sized company operates on a day-to-day basis, but also what business as missions can look like. Whether you come to work for TMC or not, we want to influence the way you see business for the rest of your career.

II. Proposed Schedule: *June 1 - July 24 (8 weeks)*

Weeks 1-3: Warehouse Immersion

- I. Denver and Kansas City.
- II. Tasks: Doing whatever is needed in the warehouse. Hard, sweaty, hot, thankless, work. This process will test your will and desire to do what it necessary to make the company successful.

Weeks 4: Inside Sales/Store Tasks

- I. Order Desk Shadowing
- II. Calling customers for promotions
- III. Cycle counts/inventory management
- IV. Looking at reports with the store manager. Month End shadowing---learning why these things are in place.
- V. Help with the deposit.
- VI. Showroom Sales shadowing.

Week 5: Outside Sales

- I. Each candidate rides with 2 different salespeople for 2-3 days each.

Week 6: Project at the store location (to be determined based on selected interns)

Week 7: Project at corporate office (to be determined based on selected interns)

Weeks 8: Corporate Structure and Support

- Exposure to all the support activities in TMC: Customer Service, Logistics, Purchasing, Human Resources, Accounting, and Legal
- Real Wood Floors tour and meeting with CEO – Sam Cobb
- Hardwood's of Missouri Mill Tour (See flooring being produced from raw material)
- Lunch with TMC owner – Clyde Elbrecht
- One on one session with Master's Craft CEO – Andy McLain
- Exit Interviews