



Staples Logistics Rotational Development Program

JOB DESCRIPTION

Summary:

As part of our commitment to both individual and organizational development, the Logistics organization has established a Rotational Development program. This program is made available to college graduate candidates with degrees in the logistics or supply chain field. The selected participants will be exposed to all aspects of Staples logistics network. The program will introduce the associates to the technical (hard skills), strategic, analytical, supervisory, and positive associate relations (soft skills) aspects of working in different areas of the logistics organization.

Minimum Requirements:

- Bachelor's degree
- Computation/mathematical ability and reading comprehension of technical/financial materials and reports.
- Knowledge of PC applications.
- Eagerness and ability to learn - absorb new information quickly.
- Initiative to work with minimal instruction and direction.
- Strong oral and written communication skills.
- Experience and/or working knowledge of logistics systems and processes, productivity standards, and technology.
- Positive Associate Relations Skills: Ability to direct, coach, support, and delegate and maintain morale.
- Demonstrated responsibility, maturity, and leadership ability.
- Demonstrated analytical thinking and problem solving ability.
- Possess a sense of urgency required to work in a deadline driven environment.

Selection Process:

College graduates must meet the minimum requirements as well as have majored in logistics, supply chain, or a related discipline. Decisions will be made on interviews, references, and the individual's academic performance.

General Format:

Each participant will be placed in one of the following positions for the described period of time:

- Supervisor-in-training - Fulfillment Center (12 months)
- Supervisor-in-training - Service Delivery Operation (6 months)
- Project Manager-in-training - Corporate office (6 months)

During each of the rotations, the associate will report to an Operations Manager who will be responsible for exposing the associate to all departments and functions of the location. Specified training plans for each piece of the rotation ensures both classroom and on the job learning. Also, each associate will be partnered with a mentor to provide guidance and direction throughout the entire two-year program.

Position Locations:

The locations are to be determined but Staples has Fulfillment Centers and SDO's across the country. The FC position could potentially be in Ontario, CA, Montgomery, NY, or London, OH for example. We also have FC's and SDO's in CT, PA, FL, GA, TX, and MA. Candidates should be prepared to

relocate as necessary depending on the final location selections. The Project Manager in Training however will always be in Framingham, MA at the company headquarters.

Performance Evaluations:

The associates will be given the standard Staples Exempt Level Performance Evaluation at the end of each rotation. The evaluation will be conducted by the individual who directly supervised the associate during that time period.

Outcomes:

After completing the two years and all three rotations, the associate will be counseled as to potential openings available within Staples, Inc.

Relocation:

Associates in this program will be eligible for relocation assistance according to the terms of Staples' Relocation Policy (Rental or Homeowner).