

MBA Internship Opportunity

KTM Research is seeking MBA students interested in an ongoing part-time internship opportunity with the potential for fast-tracked advancement into a full-time leadership role after graduation.

About us:

KTM Research is an automation services company that builds custom systems, tools, and machines. We specialize in machine vision, vision-guided robotics, and advanced technologies for manufacturing, production, and R&D. We serve a range of industries, including consumer electronics, research laboratories, aerospace, semiconductor, and apparel. Our clients range from small local companies to research institutions and international corporations.

What You Will Be Doing:

We hope and expect interns to take on increased responsibilities as tenure accrues.

Initial tasks include understanding/optimizing organizational functions such as: employee time logging, billing, inventory tracking, etc. The short-term goal for you will be to take over the day-to-day business management tasks, allowing the owner to focus on engineering project (generating revenue).

Once up to speed, responsibilities include internal business development tasks with the aim of helping KTM grow our engineering team so that we can accept more work. You will also be responsible for internal projects, such as developing a time logging database for our team members that will support billing and reporting requirements.

As an integral part of the KTM team, you will wear multiple hats, which may include handling a wide range of administrative and executive support related tasks.

KTM seeks someone who loves to learn on the go, takes ownership over their work, and can solve problems, always finding a way forward. This position requires a process-oriented individual that can pitch in where needed and holds themselves accountable for delivering quality work.

Position Responsibilities:

- 0 - 6 mos.:
 - Use QuickBooks Premier Desktop for business accounting, billing, and reporting
 - Generate reports for quarterly taxes, payroll, etc.
 - Evaluate project budgets and progress
 - Track of projects, employees, and schedules to ensure task completion
 - Work with team members to develop processes and procedures (communication protocols, administrative procedures, inventory control, etc.)
 - Train team members on processes and procedures
 - Document employee infractions and provide remedial guidance and counseling
- 6 mos. - 12 mos.:
 - Evaluate market conditions, company overhead, and provide feedback/advice for hourly rates
 - Mentor team members on skills and growth opportunities
 - Hire and oversee team members as required for administrative tasks
 - Assist with the hiring of engineering team members
 - Develop procedures for “non-project” work such as parts orders, site visits for troubleshooting, etc.
 - Perform process improvement projects to improve processes and reduce waste.
- 12 mos. - 18 mos.:
 - Develop business plan for company growth
 - Lead the identification and implementation of comprehensive employee benefits package

Position Requirements:

- Currently enrolled MBA student or graduated with an MBA degree
- Strong interpersonal communications including the ability to deal effectively with all levels of employees and customers
- Superior planning, time management, and organizational skills
- Proven problem solving and analytical skills
- Demonstrates sound judgment and decision making in ambiguous environments
- Proficient computer skills specifically with QuickBooks, Microsoft Word, Excel, Outlook, and PowerPoint

Compensation:

Hourly pay range of \$20-\$30 per hour depending on experience. Negotiable increases likely as tenure and responsibilities accrue to meet market rates.

To Apply:

1. All applicants must contact david@ktmresearch.com to setup a meeting and discuss the position.
2. After the initial meeting, email jobs@ktmresearch.com with 'MBA Internship' in the email subject line and include:
 - A single PDF attachment that includes:
 - Your cover letter addressing the position requirements and examples of process improvements you have implemented in your personal or professional life.
 - A detailed resume
 - Contact information of three professional references.
3. After documents are received, our hiring team will review materials, seek follow-up information as applicable, and notify applicants of decisions with two weeks.

KTM Research LLC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.