



SLED Job Descriptions: 2022

Unless otherwise stated, all positions require the following skills:

- Interest in the work and functions of your department
- Self-motivated with high level of follow-up, availability and responsiveness to department needs
- Flexible and able to work on multiple projects simultaneously
- Strong computer and organizational skills (Word, Excel, PowerPoint, Outlook)
- Strong analytical skills
- Able to work independently as needed
- Undergraduate entering your junior or senior year of college with a minimum 3.0 GPA
- Bring your enthusiasm and competitive spirit
- Be prepared to learn how Ghirardelli makes life a bite better!

MARKETING

Location: Ghirardelli San Leandro HQ2 Headquarters

We develop and execute growth plans for Ghirardelli Confections (Squares, Bars, Seasons) and Ghirardelli Baking products. Your job will be to support these teams at our corporate headquarters in San Leandro.

Projects will vary and may include:

- Analyzing consumer and market trends to uncover insights that will drive growth for the business. Deep dive into Digital content, best practices and trends
- Supporting a brand team with consumer research
- Assessing in-store promotional ideas and recommend highly-visible tactics for further exploration, managing any approved execution
- Helping with preparation for annual sales meeting and other events

Key Project Work Includes:

Project Scope: Build a category and brand reference book for Baking business: "Baking 101" Deck that consolidates company and market-wide knowledge about Baking

Project Deliverables:

- Consolidating insights and articulate benefits of all Baking segments in a Selling Story & Strategy format
- Deep dive in Candy making vs. Chips: Do consumers understand the difference? Is it a basket builder?
- Research, identification and reporting on key Sauces consumer occasions
- Baking Point of Sale Mapping per key client: Images shelf/bake centers + perfect store planograms
- Map and cluster popular baking channels on social media (focus on Baking TikToks)
- Identify most popular and trending recipes

Project Objectives (Key Performance Indicators):



- IRI Metrics & Analysis
- Understanding quantitative and qualitative research methodologies
- Build cross-business insights from relationships with multifunctional team

OPERATIONS DEPARTMENT / INDUSTRIAL PERFORMANCE

Location: Ghirardelli San Leandro Headquarters

Project Purpose:

Assist the Industrial Performance department to define and maintain standards regarding implementation of our Continuous Improvement program.

Project Objectives (Key Performance Indicators):

- Provide well-defined standards for Continuous Improvement program
- Ensure standards are being followed by cross-functional teams

Project Scope:

- Identify, define and/or update Continuous Improvement standards (documents, tools, shared sites, etc.).
- Roll out of standards to cross-functional teams.
- Provide, or participate in, training as needed to cross-functional teams.

Project Deliverables:

1. Standards
2. Training Materials

FINANCE DEPARTMENT / PROCUREMENT

Location: Ghirardelli San Leandro Headquarters

Procurement is responsible for overseeing the commercial relationships between Ghirardelli Chocolate Company and its suppliers and ensuring that all aspects of our relationships are held to the highest ethical and professional standards. The department is responsible for sourcing all raw materials, packaging, and non-inventoried supplies and services. In this role, you will be introduced to the Procurement function. Your primary focus within Procurement will be on the Indirect Category for non-inventoried supplies and services. The Indirect Purchasing Intern will work in the newly implemented SAP system, an enterprise resource planning system, used across all departments within the Company. In this system, you will:

- Review Purchase Requisitions – Review, analyze, and process P-Reqs.
- Create Purchase Orders – Process P-Reqs and convert into Purchase Orders. Purchase Orders will need to have updated information such as vendor selection and pricing.
- Create Purchasing Info Records
- Update Source List when necessary



FINANCE DEPARTMENT / FINANCIAL PLANNING & ANALYSIS

Location: Ghirardelli San Leandro Headquarters

The Finance Department is responsible for providing strategic financial insight and accurate reporting on the overall performance of the business. We develop a balanced view of the past and future financial opportunities and risks associated with all divisions of the company including executing key financial initiatives. This role will support the Finance Planning & Analysis (FP&A) team in utilizing data to help the business make well informed decisions and drive results. You will primarily focus on the following projects (subject to change):

- Support Cost Center planning by reporting on expense accounts, researching variances, and helping business leads to plan their budgets.
- Update product financial dashboards and collaborate with Finance and Brand Managers to analyze key changes to present to Marketing Directors.
- Build and document new financial reports in the SAP BI system to deliver valuable insights to the business.
- Provide ad-hoc analyses and decision support for Marketing, Sales, and Finance leadership.