



EXECUTIVE INTERN

Store Mission

Drive sales profitably by delivering a Target-brand shopping experience for our guests.

The Executive Intern is responsible for successfully completing the Internship Program.

Intern Program Participation

- Takes the initiative and learns how to be a Target Leader
- Actively participates in internship programs and events (chat sessions, fun events, graduation, etc.)
- Completes all self-paced and classroom training modules outlined in the Internship Program
- Selects and executes a project that helps drive Target's mission within the store
- Commits to learning Target's Leadership Expectations and using them to develop

The Executive Intern delivers on our Stores Mission by:

GREAT PROFITABILITY

- Supporting the shortage culture; understands how accurate transactions affect shortage; avoids shortcuts, and notifies supervisors of any concerns.
- Supporting the "Can I Help You Find Something" culture with follow-up at the front end in order to maximize sales

FAST, FUN AND FRIENDLYSM TEAM

- Learning how to recruit, select and retain talented team members
- Coaching, mentoring, and recognizing team members when appropriate
- Understanding how Fast, Fun and Friendly Team Culture is demonstrated with our guests and in the stores mission statement
- Actively participating in all training related to leadership skills necessary to be an effective Target Leader
- Respecting and recognizing everyone, communicating, demonstrating courage, helping others and having a positive attitude
- Being friendly, positive, helpful and team-oriented; showing respect for all team members and guests; being willing to learn new skills to help the store, the team and yourself
- Driving a safety culture; leading by example, actively participating in My Safety Culture, and immediately addressing safety concerns

FAST, FUN AND FRIENDLYSM SERVICE

- Understanding how to ensure service is within 60 seconds on the sales floor and Fast Service at the checklanes
- Delivering a 1 + 1 everywhere; providing 60 – second service, being a role model for Fast, Fun and Friendly service
- Becoming a role model in executing the "Can I Help You Find Something?" culture within the store
- Promoting a safe culture every day by encouraging safeness behaviors and by identifying, reporting and responding to all safeness concerns and trends in a timely manner

GREAT-LOOKING STORE

- Learning how to quickly resolve in-stock, presentation, pricing, signing or safety issues
- Learning how to deliver on the exterior and interior brand
- Participating in Pricing and Presentation processes
- Understanding how to deliver a clean, safe and easy-to shop store for our guests, ensure pricing, presentation and signing fully meet our brand standards



Reporting and Working Relationships

Reports to Store Team Leader

Job Details

Position Code: 25247

Pyramid: Stores

Department: Stores

Job Requirements

MINIMUM REQUIREMENTS

- Working toward a college degree

Leadership

- Personal – Courageous; strong bias for action; drives for speed; will do whatever it takes to get the job done. Demonstrates accountability and courage
- Team – Ability to motivate and inspire others; challenges to ensure every team member contributes. Communicates effectively; maximizes relationships; builds trust and manages performance
- Thought – Solves problems on the most important things; follows best practices; creative
- Results – Prioritizes, delivers great results; provides a superior Target-brand experience for guests and team members
- Demonstrated ability to complete multiple tasks simultaneously
- Demonstrated strategic planning and analytical skills
- Demonstrated strong leadership skills relating to guest and team member interaction
- Strong interpersonal, organization, conflict management, administration, reasoning and decision-making skills
- Ability to delegate responsibility effectively and provide clear oral directions to others
- Strong cognitive skills, including problem analysis, decision making, financial and quantitative analysis

Job Knowledge and Capabilities

- Cheerful and helpful attitude toward guests and other team members; demonstrates Fast, Fun and Friendly
- Must successfully complete the Internship Training Program

Physical Ability (as applicable)

- Ability to read instructions, reports and information on computer screens and to key information on a computer
- Able to move merchandise with appropriate equipment (e.g. tubs, carts, flats, etc.) to and from stockroom and sales floor
- Able to place and arrange items on all shelves and racks on selling floor
- Able to climb and descend ladders carrying merchandise
- Able to lift 40 pounds
- Able to continuously move around all areas of the store on a daily basis

Availability

- Flexible work schedule, (e.g. nights, weekends)