

EXCHANGE™ MANAGEMENT TRAINEE PROGRAMS

The Exchange is committed to developing associates for future management positions. Exchange associates can take advantage of this opportunity through one of the Exchange's Management Trainee Programs. Interested associates must apply for training program positions at applymyexchange.com when they are posted. Applicants must meet the qualification requirements listed on each trainee position's job description.

RESTAURANT MANAGER TRAINEE*

This program lasts up to 8 weeks and is designed to train associates in food management operation skills, troubleshooting skills across stations, platforms and systems; shift preparation, equipment maintenance; opening, closing and mid-shift operations.

LOGISTICS MANAGER TRAINEE*

This program lasts up to 6 months and is designed to give trainees comprehensive training in inventory management, receiving, shipping and storage, and cycle inventory, warehouse management systems programs, computer operations, transportation, accounting and customer service.

Location: The Exchange Corporate Headquarters or at one of the Distribution Centers (DCs) (Waco, Atlanta, Newport News or Oakland) or a combination.

INFORMATION TECHNOLOGY TRAINEE

This program lasts up to 6 months and is designed to introduce the trainee to various areas of the Exchange's Information Technology and apply technical, analytical business and program solving skills. Trainees will complete assigned tasks and systems/software development life cycle documentation, interface with IT management, and study white papers for Information Technology standards and supported systems.

Location: Exchange Corporate Headquarters

MERCHANDISING TRAINEE*

This program lasts up to 6 months and is designed to assist the Buyer in all merchandising functions including assortment, planning/execution, advertising coordination, financial planning/execution and merchandise allocation/replenishment. The Buyer Trainee reviews and evaluates the Exchange organization, operations, functions, policies and procedures independently or within a team.

Location: Exchange Corporate Headquarters

AUDIT TRAINEE*

This program lasts 1 year and is designed to introduce the trainee to various areas in the Exchange Audit Directorate. The associate will demonstrate their ability to apply analytical business skills to accomplish a myriad of projects and assignments.

Location: Exchange Corporate Headquarters with travel to field exchanges

HUMAN RESOURCES MANAGER TRAINEE *

This program lasts up to 6 months and is designed to train the associate in the functional areas of Human Resource Management. The associate will demonstrate their ability to handle Human Resources responsibilities at a medium-sized exchange.

Location: Exchange Corporate Headquarters and designated field exchanges

FINANCIAL MANAGER TRAINEE *

This program lasts up to 6 months and is designed to introduce the associate to various areas of the Exchange finance and accounting functions. The Financial Manager Trainee position allows the associate to demonstrate leadership and knowledge through several projects and presentations.

Location: Exchange Corporate Headquarters

RETAIL MANAGER TRAINEE *

This program lasts up to 18 weeks and is designed to introduce the trainee to various areas of the retail management field.

This position allows the trainee to demonstrate leadership and knowledge through projects and presentations. The course curriculum consists of customer service, stockroom management, inventory replenishment management, financial management and sales area management.

Location: At the Center for Retail Studies in San Antonio, TX and designated exchanges

** Relocation and no-fee passport*



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