



# ZAK

## Internship Program Overview

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## Program Overview

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### Who is ZAK?

[ZAK Products](#) is an industry-leading provider of professional grade automotive fluid and maintenance products to certified professional automotive service centers and franchised car dealerships across the United States. Headquartered in Dallas, Texas, ZAK has been making products that help cars, trucks & SUV's last longer since 2002. ZAK offers a wide range of comprehensive product lines including fuel, brake, cooling, climate control and lubrication systems, that each contain specifically formulated products that exceed the needs of today's vehicles. As a Berkshire Hathaway Company, ZAK is an industry-leader that continues to innovate and grow rapidly in order to bring quality products to the professional market. ZAK is proud to be the #1 Professional Maintenance Fluid of NASCAR and the Official Fuel Additive of NASCAR.

ZAK Products is part of the ZAK Automotive Companies which also includes the ZAKTEK & NEXEMO businesses. ZAKTEK is an interior and exterior paint insurance protection program sold exclusively within franchised car dealerships, and NEXEMO is a B2B e-commerce purchasing platform for the automotive industry. Collectively all of these companies continue to earn double digit growth year over year and have been recognized by Inc. 500/5000 as one of the fastest growing privately held companies in America in 2013, 2014 and 2015.

The ZAK Internship includes work related to all three business units, ZAK Products, ZAKTEK and NEXEMO.

### Goal of the Program

The goal of the ZAK Internship Program is to provide valuable real-world business experience to undergraduate university students through a variety of tailored assignments. The students will gain both industry specific experience as well as general business acumen. Students will have the unique opportunity to be involved in a variety of different areas within the business including supply chain, strategic sourcing, customer service, marketing, sales and accounting. Internship duties will be designed based upon the student's interests and course of study, as well as the immediate needs and resources of the company.

### Structure of the Program

The ZAK Internship is a paid, part-time internship offered in three cycles throughout the year – Fall, Spring, and Summer semesters. General timelines for each internship cycle is noted in the table below:

Semester	Duration	Application Deadline
<b>Fall</b>	Late August through early December	July 31 <sup>st</sup>
<b>Spring</b>	Early February through early May	December 31 <sup>st</sup>
<b>Summer</b>	Late May through early August	April 30 <sup>th</sup>

*Note: Exact schedule is determined each cycle on a case-by-case basis*

## Internship Logistics

The internship is a part-time role with an estimated work load of 20 hours per week. It will take place at the [ZAK Headquarters](#) in Dallas, TX. The work schedule will be Monday through Friday for four hours per day (exact working hours to be agreed upon). Compensation will be determined each program cycle. Currently, the internship does not count towards college credits.

The intern will be assigned a mentor for the duration of the program. The mentor will be responsible for overseeing the student's daily work load and for conducting the [Internship Performance Evaluation](#) at the conclusion of the program. If performance is satisfactory, the student will be provided with a letter of recommendation on behalf of the company.

## Internship Job Summary

ZAK will rotate internship roles each semester based upon the identified needs and resources of the company. The designated role of the intern for the upcoming cycle will be announced and posted to applicants at least one month prior to application deadline for that cycle. Information will be posted on the [ZAK Products](#) website as well as select local colleges and universities career pages. The role will encompass a detailed job summary, list of duties & responsibilities, and clearly outlined learning objectives. All internship roles will incorporate a mix of industry specific tasks as well as general business objectives.

## Eligibility Requirements & Application Process

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### Candidate Requirements

To be considered for the ZAK Internship Program, applicants must meet the following eligibility criteria:

- Be actively enrolled in an undergraduate program
- Have a minimum GPA of 3.0
- Be physically present in the Dallas/Ft. Worth area & available to work 20 hours per week for the duration of the internship
- Have own method of transportation available for use during working hours
- Exhibit strong work ethic & excellent written and verbal communication skills. This will be measured through the interview process and follow-up with academic references.
- MS Office (Word, Excel, PowerPoint)
- Ability to quickly learn new technologies and software
- Ability to work under minimal supervision

### Application Process

To apply for the ZAK Internship Program applicants must submit the following via email to [internship@zakproducts.com](mailto:internship@zakproducts.com) by the application deadline.

- [ZAK Internship Application](#)
- Cover Letter and/or Resume
- [Academic Reference Form](#) (Minimum of 1 Reference Required)
- Copy of transcript (or valid record of GPA)

Applicant file must be completed by the deadline for consideration

### **Selection & Notification Process**

Candidates will be notified via email if they have been selected for an interview. Initial interviews will be conducted over the phone. Follow up interviews will be conducted in person at the ZAK Headquarters office. A formal offer letter will be extended to the selected candidate.

### **Contact Information**

For more information on the ZAK Internship Program, please email us at [internship@zakproducts.com](mailto:internship@zakproducts.com).