



Job Description: Intern

The Summer Intern assists in various departments performing either mechanical, light fabrication, maintenance or administrative job responsibilities to gain knowledge in delivering quality and value to HRCC Inc. and external customers.

Job Responsibilities:

- Learn assigned department processes and procedures
- Assist in daily operations within the shop according to established procedures
- Work individually or in a team under the guidance and instruction of the shop's supervisor
- Assist Techs in providing support for quality as required or assist performing administrative duties to include parts data entry, ordering and distribution both internally and externally
- Follow established safety rules and regulations and maintain a safe and clean environment
- Assist in general maintenance such as small repairs, painting, and cleaning of parts, facilities, and autos as needed and/or work with various databases
- Other duties as assigned

Job Requirements:

- Current High School or College student; Pursuance technical certification or degree in a similar area preferred for automotive internships
- Junior or Senior level students preferred
- Excellent oral, written, and communication skills
- Adaptability and flexibility preferred, with excellent follow-up skills
- Ability to sit, stand, and/or kneel for extended periods of time
- Ability to work in auto repair shop environment with exposure to a loud environment and able to carry or pickup items weighing more than 25lbs
- Ability to use common hand tools preferred
- Ability to work in a fast-paced environment
- Ability to work effectively and build relationships with others

Hot Rod Chassis & Cycle is located in Addison, IL and is a traditional hot rod shop focusing on 1964 and earlier hot rods and customs and through the HRCC Skunkworks Racing Division, any year race car (drag racing and road racing) and has been in business since 2004.

Notable builds include the Raybestos Brakes 1964 Raybestos GT0-R, Craftsman Tools 1965 Mercury Comet-R, 1964 Plymouth "Violent" Valiant, the 1970 "LeMans" Corvette, 1940 Ford "Kosmic Outcast", 1933 Ford "Tangerine Scream", and 1931 Model A "Back Seat Betty".

They have appeared on Hot Rod TV, Barret Jackson, Overhauled, PowerNation TV, MavTV Optima's Search for the Ultimate Street Car, and in magazines such as Hot Rod, Rod & Custom, Traditional Rod & Kulture, Classic Trucks, Overkill, Mopar Collector's Guide, Powerglide (France), Street Rod Milestones, Popular Hot Rodding, Mopar Muscle and other publications domestically and internationally as well as video features on RaybestosGarage.com and Craftsman.com.

Currently there are 4 employees working in the shop (with room for an additional 3-4 full time employees) and 3 in the office. Hours are M-F 7:30am-3:30pm, with paid federal holidays and 1 week vacation after 1 year for full time employees

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Facebook: facebook.com/hotrodchassisandcycle.com **Instagram:** @hotrodchassis **Twitter:** @hotrodchassis **YouTube:** @hotrodchassis

