

Procurement Internship Opportunity

We currently have an exciting career opportunity for a Procurement Intern within Siemens Centre Dedan Kimathi University of Technology.

Role Purpose

The role holder will provide support to the procurement team in managing procurement activities, including supplier management, purchase order processing, and compliance monitoring.

This role offers an opportunity to gain practical experience in procurement while developing professional skills and knowledge.

Main Responsibilities

1. **Supplier Support.** Assist in the identification and evaluation of potential suppliers. Maintain and update supplier records, including contact details and performance metrics.
2. **Purchase Order Processing.** Support the preparation and issuance of purchase orders. Track deliveries and assist in resolving discrepancies between orders and received goods.
3. **Documentation and Record Keeping.** Maintain accurate records of procurement activities, including contracts, purchase orders, and delivery receipts. Ensure proper filing and documentation of procurement-related information.
4. **Market Research.** Conduct market research to identify competitive pricing and alternative suppliers. Analyze trends and provide insights to improve procurement processes.
5. **Compliance Monitoring.** Assist in ensuring procurement activities comply with internal policies and regulatory requirements. Support the preparation of reports related to procurement compliance and risk mitigation.
6. **Cost Analysis.** Participate in cost analysis and budgeting for procurement activities. Identify opportunities for cost savings under the supervision of senior staff.
7. **General Support.** Provide administrative support to the procurement team. Assist in preparing presentations and reports for internal and external stakeholders.

Key Competencies

1. **Attention to Detail.** Ability to ensure accuracy in documentation and procurement activities.
2. **Analytical Thinking.** Basic analytical skills to review data and support decision-making.
3. **Communication Skills.** Effective verbal and written communication to interact with suppliers and internal teams.
4. **Team Collaboration.** Capability to work collaboratively in a team-oriented environment.
5. **Problem Solving.** Eagerness to address procurement-related challenges with guidance.
6. **Time Management.** Ability to prioritize tasks and meet deadlines in a fast-paced environment.
7. **Ethical Practices.** Understanding of ethical procurement practices and confidentiality requirements.

Academic Background & Relevant Qualifications

1. Bachelor's degree in Supply Chain Management, Business Administration, Procurement, or a related field.
2. Basic knowledge of procurement processes and practices.
3. Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook).
4. Exposure to procurement systems or software (preferred).
5. Must have an active membership from a relevant body (CIPS or KISM) .

How to Apply

Please fill in the form to apply

<https://docs.google.com/forms/d/e/1FAIpQLScdW9GrIJyllwS7WgXcBJWrrj9hKEiCPZGXnBxse-fQQAvwnq/viewform?usp=header>

Deadline of Application

28/03/2025