



Example of Internship Supply Chain Job Description

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Our growing company is looking for an internship supply chain. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for internship supply chain

- Assisting team members by contacting vendors to obtain product or service information
- Create Purchase Orders (PO's), low value order as needed
- Review and update PO's, Expedite
- Correspond and communicate with end users and suppliers
- Invoice reconciliation resolution (IR's)
- Resolve receiving issues
- Work with suppliers to identify, research and resolve issues
- Working directly with buyers on different projects such as RFQs/quoting efforts
- Complete paperwork for vendor maintenance for any new supplier
- Research suppliers for competing requisition

Qualifications for internship supply chain

- The qualified candidate will be working towards a Bachelor's degree in Supply Chain Management or related field at a college or university located in Rhode Island
- Currently pursuing an undergraduate degree in a Supply Chain Management Operations, Transportation, or equivalent program
- Supply chain, Finance, Business, Marketing/any engineering
- This vacancy is ONLY open for Malaysian citizens/PR holders/existing employment pass holders
- Pursuing a post-graduate (MS, MBA,) degree

