



# Example of Supply Intern Job Description

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Our growing company is looking for a supply intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for supply intern

- Serves as a back-up to plant personnel as needed and/or for large jobs needing assistance in loading the data into the ERP system
- May need to gather information or pick up materials on a urgent basis
- Any miscellaneous essential duties not listed
- Analysis of Inbound-Tender
- Support of Buyers throughout the procurement process including complex analysis, presentation development, negotiations support
- Update of Team Overview Presentations
- Support of Office Floor Management Process and further development
- Receives, investigates, documents and responds to all inquiries including complex issues including orders, vendor and customer returns, shipment status, product invoicing in accordance with established procedures
- Inputs customer orders, modifies existing orders and communicates as needed to ensure internal data is accurate
- Expedites delivery per customer requests and verifies orders are fulfilled within the promised lead-time

## Qualifications for supply intern

- Currently enrolled as a full-time student pursuing a bachelor's degree in business administration, supply chain management, marketing or a closely related field

- You will strategically plan, in coordination with regional operations, the level of rider supply on the road at peak times
- Currently pursuing an undergraduate in Supply Chain Management or a related field
- Knowledge of the procurement process and supply chain management is essential