



# Example of Supply Intern Job Description

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Our company is looking for a supply intern. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for supply intern

- Converts requisitions into purchase orders for both stock and non-stock materials
- Assists the manager in the tracking of departmental metrics
- Appraises sales reps and or customers on the status of orders
- Maximizes the speed of the ordering process without sacrificing quality in order to achieve department goals and customers total satisfaction
- Assist in reviewing existing contracts as part of a gap analysis effort
- Assist in amending contracts as needed
- Assist with contract file organization
- Assist Category Managers in category planning
- Review contracts and modify Pay Item definition template as needed
- Assist Category Managers in performing price analysis

## Qualifications for supply intern

- Undergraduate with strong academic performance and career interest in Supply Chain Management
- Results oriented, self-starter, with the ability to work independently on a team
- Exhibit excellent communication abilities
- Able to commit to 10-12 week internship
- Ensure compliance with OSHA/EPA standards, plant safety standards, pressure safety design and environmental standards on all projects
- Currently pursuing a BS or MS in Industrial Hygiene or Safety (with IH skills)