

Internship Field: Supply Chain/ International Business/ Industrial and Systems Engineering
Job ID: GE002

Internship Dynamics

Location: Bremen, Germany

Length: 1 position from June to July (6 weeks)

1 position from July to August (6 weeks)

Overview on the Organisation

Our company based in Germany. We have a proven expertise in Automobile, Steel, Cement, Paper, Textile Industry, etc. We have expertise in sourcing requirements for major projects, especially when equipment needs to be obtained from multiple suppliers around Germany and Europe. We responds to demands from customers throughout the world for a cost effective solution to sourcing engineering equipment and spare parts that were manufactured in Germany and Europe.

Brief Duties for reference:

More will be discussed during interview

Operation, Supply Chain & Procurement

- Provide support in handling logistics operation process (i.e. sourcing materials, order processing, shipment delivery and payment follow-up)
- Communications with suppliers
- Processing of customer request
- Maintaining and checking proper records and files of all relevant documents
- Quotation Processing

Administrative Management

- Provide administrative support in daily operations
- Processing of customer request
- Support the effective operations through communications and documentation, and assist in co-ordination of key team meetings and other activities
- Assist in preparing promotional materials and assist in coordinating marketing events.

Application Deadline

24th January 2025 (Friday)