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South African Bank Note Company (SABN): Supply Chain / Procurement Internship Apply Here

Description

SABN is offering an exciting Supply Chain/Procurement Internship opportunity for motivated and aspiring individuals who are eager to gain practical experience in the dynamic world of supply chain and procurement within the currency and security printing industry.

Responsibilities

- **Assist in Procurement Activities:** Collaborate with the procurement team to support the sourcing, negotiation, and contracting of goods and services. Participate in vendor evaluations and selection processes.
- **Supply Chain Management:** Gain hands-on experience in the end-to-end supply chain processes, from demand planning to inventory management, helping to ensure the smooth flow of materials and supplies.
- **Data Analysis:** Analyze procurement and supply chain data to identify opportunities for cost savings, process improvements, and risk mitigation.
- **Vendor Relations:** Establish and maintain positive relationships with suppliers and service providers, ensuring timely delivery and quality standards are met.
- **Documentation and Reporting:** Assist in preparing procurement reports and documentation, ensuring compliance with company policies and industry regulations.
- **Cross-functional Collaboration:** Collaborate with various departments, including finance, production, and quality control, to support the efficient execution of procurement and supply chain activities.
- **Professional Development:** Attend training sessions and workshops to develop your knowledge and skills in procurement and supply chain management.

Qualifications

- Currently enrolled in a Bachelor's or Master's degree program in supply chain management, procurement, business, or a related field.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office applications, especially Excel.
- Eagerness to learn and a strong work ethic.
- Knowledge of procurement processes is a plus but not mandatory.

Job Benefits

- Practical experience in a renowned organization in the currency and security printing industry.
- Opportunity to work alongside experienced professionals in supply chain and procurement.
- Competitive internship stipend.
- Possibility of future career opportunities within the company.

- A dynamic and collaborative work environment.

Contacts

1. Prepare your Application Materials:

- Update your resume to highlight your relevant education, skills, and any relevant experiences.
- Write a cover letter expressing your interest in the internship and explaining why you are a suitable candidate. Be sure to address your qualifications and enthusiasm for the role.

2. Compile Your Application:

- Save your resume and cover letter as separate documents in a format accepted by the company (usually PDF or Word).

3. Compose an Email:

- Open your email client and compose a new email to the specified application email address, which should be provided in the job posting.

4. Subject Line:

- In the subject line of the email, include a clear and concise title such as "Application for SABN Supply Chain/Procurement Internship – [Your Name]."

5. Email Body:

- In the body of the email, write a brief message expressing your interest in the internship and briefly summarizing your qualifications.

6. Attach Your Application Materials:

- Attach your resume and cover letter to the email.

7. Double-Check:

- Double-check the recipient's email address, subject line, and the attached documents for accuracy and completeness.

8. Send Your Application:

- Click the "Send" button to submit your application.

9. Confirmation:

- After sending your application, you should receive an automatic confirmation email to acknowledge the receipt of your application.

10. Follow Up:

- If you haven't received a confirmation within a reasonable time frame (typically a week), you can consider sending a polite follow-up email to ensure your application was received.

Hiring organization

South African Bank Note Company

Employment Type

Intern

Duration of employment

3 Months

Industry

Human Resources Services

Job Location

Pretoria, Gauteng, South Africa,
0001, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

November 19, 2024

Valid through

18.10.2025