

VACANCY

Date: 05.08.2024

Company description:

Next Biosciences is a biotech company combining medicine, science and technology to create innovative products and services, empowering you to invest in and take personal ownership of your future health. Next Biosciences is proud of the values with which it conducts business. It has and will continue to uphold the highest levels of business ethics and personal integrity in all types of transactions and interactions.

Job Title: Procurement Intern
Reports to: Head of Quality and Regulatory
Location: Midrand
Duration: 6 months, with possibility of extension

Job Summary:

We are looking for a motivated and enthusiastic Procurement Intern to join our dynamic team. As a Procurement Intern, you will gain hands-on experience in the procurement process, supporting the procurement team in various tasks related to sourcing, purchasing, and vendor management. This is a fantastic opportunity for someone interested in developing a career in procurement and supply chain management.

Minimum Required Qualifications:

- Candidates should be in their final year pursuing a B-tech/ Adv diploma/degree in Supply Chain Management, or a related field (Minimum requirement NQF level 7)
- The theoretical understanding of procurement processes, sourcing, and vendor management.

Skills required for the position:

- **Analytical Skills:** You should be comfortable with data analysis and have the ability to make informed decisions based on that data.
- **Communication Skills:** Good verbal and written communication skills are essential as you will be interacting with vendors and various departments within the organization.
- **Organizational Skills:** You should be able to manage multiple tasks and deadlines effectively.
- **Software Proficiency:** Familiarity with Microsoft Office Suite (especially Excel) and any procurement software would be beneficial.
- **Team Player:** You should be able to work well in a team, as procurement often involves cross-departmental collaboration.
- **Problem-Solving Skills:** The ability to identify and resolve issues efficiently can be a valuable asset in a procurement role.

Key Accountabilities:

- Under Supervision-Support the day-to-day operations:
 - including vendor relationship management,
 - purchase order processing,
 - inventory management,
 - equipment maintenance and documentation, and
 - compliance with regulatory standards

NEX+ B10SCIENCES

Benefits:

- Opportunity to gain practical experience in procurement.
- Exposure to a dynamic and supportive work environment.
- Mentorship from an experienced Head of Quality.
- Potential for full-time employment based on performance and business needs.

Compensation:

Market Related.

Link to Apply: <https://www.surveymonkey.com/r/F5V2WG9>

Closing date for applications: 16.08.2024