Non-Production Materials Procurement Intern [IDA:00069]

工作职责

We are looking for a motivated and detail-oriented Procurement Intern to support sourcing and purchasing activities for indirect materials and services. The intern will gain hands-on exposure to strategic sourcing, supplier management, contract management and procurement operations while contributing to day-to-day purchasing activities and improvement initiatives.

Key Responsibilities

- Support the development and execution of sourcing strategies for assigned indirect material and service categories under the guidance of team members.
- Assist in RFQ/RFP processes, supplier benchmarking, market research, spend analysis, and sourcing evaluations.
- Participate in supplier selection, commercial evaluations, and negotiation preparations while learning procurement best practices.
- Support contract management activities, including reviewing commercial terms, maintaining documentation, and tracking contract milestones.
- Assist in supplier performance monitoring, supplier data management, and supplier improvement initiatives.
- Collaborate with internal stakeholders to gather requirements, support procurement projects, and ensure timely purchasing activities.
- Ensure procurement activities are conducted in accordance with company policies, procedures, and governance requirements.
- Maintain accurate procurement records and sourcing documentation

职位要求

Requirements

- Currently pursuing a Bachelor's Degree in Supply Chain Management, Engineering, Business, or a related field.
- Strong analytical, communication, and organizational skills.
- Proficient in Microsoft Office
- Eagerness to learn, take initiative, and work in a collaborative environment.
- Ability to commit for at least 6 months

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关于我们

Since its spin-off in September 2025 AUMOVIO continues the business of the former Continental group sector Automotive as an independent

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AUMOVIO Singapore Pte. Ltd.

company. The technology and electronics company offers a wide-ranging portfolio that makes mobility safe, exciting, connected, and autonomous. This includes sensor solutions, displays, braking and comfort systems as well as comprehensive expertise in software, architecture platforms, and assistance systems for software-defined vehicles. In the fiscal year 2024 the business areas, which now belong to AUMOVIO, generated sales of 19.6 billion Euro. The company is headquartered in Frankfurt, Germany and has about 87.000 employees in more than 100 locations worldwide.