

# Internship Purchasing Support - CTBC

## Ihre Aufgaben

Global Business Services Department is currently looking for an intern within our dynamic Purchasing team.

You will collaborate closely with your mentor to support the purchasing team in managing end to end purchase order activities for non production materials.

- Support operational purchasing activities: Create and manage purchase orders, validate requests, and ensure timely approvals.
- Assist with supplier communication: Request quotes, follow up on deliveries, and help resolve order discrepancies.
- Maintain procurement documentation: Update supplier records and compliance files.
- Collaborate with cross functional teams: Work with finance, category managers, and internal stakeholders across EMEA locations.

Within our team, you will have the chance to be part of a very energetic and innovation-oriented work environment, to collaborate with internal and external stakeholders and to develop a multicultural perspective.

### Missions:

Your own willingness, skills and company circumstances could give you the opportunity to develop your career and widen your responsibilities by having access to vertical/horizontal internal moves.

## Ihr Profil

- This is what it takes to be a successful in Buyer Internship:
- Ongoing University studies in business, supply chain, engineering, or any - with strong interest in discovering the Purchasing domain;
- Proficient in using Microsoft Office suite;
- English - medium/advanced level;
- German is a plus;
- Ability to work in international teams;
- Adaptable to learn new processes, concepts, and skills.

## Unser Angebot

- What we offer:
- Integration Program in a professional, young & dynamic team;
- A mentor for your learning period;
- Competitive Salaries & Benefits;
- Recommendation Bonuses for new team members;
- Flexible working hours for your studies.
- Wellbeing:



Job ID  
**REF82425X**

Arbeitsbereich  
**Einkauf**

Standort  
**Timișoara**

Rechtliche Einheit  
**ContiTech Thermopol Romania  
S.R.L.**

- Health & Wellness (Private Health Insurance, Life Insurance, Sport activities etc.);
- Different discounts (glasses, tires, medical, shopping);
- In-house restaurant & coffee corners.
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## **Über uns**

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