

# Purchasing Intern

## Feladatok

As a Purchasing Intern in the Natural Rubber Department, you will assist in various aspects of the procurement process, gaining valuable insights into supply chain management, vendor relations, market analysis and sustainability. This internship is designed to provide you with practical experience and professional development opportunities in a fast-paced environment.

### Key Responsibilities:

1. Supplier Management:
  - Help in managing relationships with existing suppliers to ensure timely and quality deliveries.
2. Procurement Process:
  - Aid in the preparation and processing of purchase orders.
  - Coordinate with suppliers to confirm order details and delivery schedules.
  - Assist in tracking and expediting orders to meet project deadlines.
3. Documentation and Reporting:
  - Maintain accurate records of purchases, pricing, and other relevant information.
  - Prepare reports and presentations on procurement activities and market conditions.
  - Ensure compliance with company policies and industry regulations.
4. Cross-Functional Collaboration:
  - Work closely with other departments such as production, quality control, logistics and sustainability to ensure smooth procurement operations.
  - Participate in team meetings and contribute ideas for process improvements and digitalization opportunities.
  - Assist with organizing of annual workshop, events and strategic meetings



Job ID  
**REF95710I**

Munkaterület  
**Beszerzés**

Telephely  
**Singapore**

Jogi egység  
**Continental Tires Holding  
Singapore Pte. Ltd.**

## Profilja

- Undergraduate with degree in Engineering/Computer/Business/Supply Chain Degree (Preferred 6 months period, ideally 1 year)
- Knowledge of Microsoft Office (preferably Microsoft Excel).
- Good written and communications skills, positive learning attitude and confident in sharing ideas
- Interest in purchasing, stakeholder management, and/or procurement.
- Details-oriented
- Adaptable working under a challenging and ever-changing environment

## **Ajánlatunk**

What we can offer

- Exposure to the natural rubber industry entire value chain
- Networking opportunities through industry functions and events
- Opportunities to work between functions and lots of learning opportunities

Ready to drive with Continental? Take the first step and fill in the online application.

## **Rólunk**

Continental AG, commonly known as Continental and colloquially as Conti, is a German multinational tires manufacturing company. Headquartered in Hanover, Lower Saxony, it is the fourth-largest tire manufacturer. Continental Tires Holding Singapore is the subsidiary company of Continental AG based in Singapore and is responsible for sourcing natural rubber supply to Continental's tires manufacturing plants world wide.