Intern - Purchasing Operations, Year-Round

工作职责

HOW YOU WILL MAKE AN IMPACT

We're looking for a detail-oriented and organized Purchasing Operations Intern to join our team in Fort Mill, United States. In this role, you will gain hands-on experience in warehouse operations, freight handling, and inventory management. This internship offers an excellent opportunity to develop practical skills in a fast-paced logistics environment while supporting our warehouse team in delivering exceptional service to our customers.

Key Responsibilities:

Scheduling & Coordination

- Organize internal and external meetings across teams and global time zones.
- Manage calendars, send invitations, and align stakeholder availability.
- Prepare meeting agendas, distribute materials, and help keep discussions on track.

Vendor Management Support

- Follow up with suppliers on quotes, and outstanding Q&A items.
- Maintain consistent communication flow with vendors.
- Track supplier response timelines and escalate delays as needed.

Buyer Administrative & Contract Support

- Assist in the creation, submission, and execution of NDAs.
- Submit, track, and monitor contracts through internal purchasing systems.
- Provide general administrative support to buyers for daily procurement activities.

Project & RFQ Support

- Support sourcing events and RFQ (Request for Quotation) processes.
- Track milestones, deliverables, and next steps for ongoing projects.
- Coordinate effectively between internal stakeholders and external vendors.

Documentation & Reporting

- Maintain and update trackers for projects, vendors, rates, and contracts.
- Organize files, documentation, and communication logs.
- Prepare summaries, meeting minutes, and regular status reports.

职位要求

职位号码
REF95824W

工作职能
采购

所在地
Fort Mill

工作场所灵活度
混合式办公

工作时间
兼职

法律实体名称
Continental Tire the Americas, LLC

WHAT YOU BRING TO THE ROLE

- Student currently enrolled in a U.S. accredited degree program for at least another 12 months and willing to dedicate 12 months toward internship
- Working toward a Bachelor's or Master's degree in Business / Supply Chain / Finance.
- Available to work a minimum of 20 hours per week during normal business hours (Mon-Fri)
- This is a hybrid role and must be willing to commute to Fort Mill, SC HQ campus 3 days per week (Mon-Fri)
- Must have and maintain a minimum GPA of a 2.8 or higher
- Strong organizational and time management skills with the ability to prioritize multiple tasks
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook)
- Excellent written and verbal communication skills
- Detail-oriented with a commitment to accuracy in all work
- Basic understanding of purchasing processes and supply chain concepts
- Ability to work collaboratively with team members across departments
- Strong data entry capabilities and comfort with computer systems
- Analytical mindset with problem-solving abilities
- Professional demeanor and reliability

ADDITIONAL WAYS TO STAND OUT

- Familiarity with freight and warehouse operations
- Prior internship or entry-level experience in purchasing or procurement
- Experience with vendor management or supplier relations

我们可以提供

THE PERKS

- Competitive Intern Pay
- Hands on experience with the team
- Project Experience
- Intern Socials/Mixers
- Mentorship Opportunities
- Company Lunch and Learns
- Networking
- And more benefits that come with working for a global industry leader!

Relocation assistance is not available for this role.

All your information will be kept confidential according to EEO guidelines.

EEO-Statement:

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to

unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to Careers@conti-na.com or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

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

关于我们

THE COMPANY

Continental is a leading tire manufacturer and industry specialist. Founded in 1871, the company generated sales of €19.7 billion in 2025 and currently employs around 76,000 people in 54 countries and markets.

Tire solutions from the Tires group sector make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental has been delivering top performance for more than 150 years and is one of the world’s largest tire manufacturers. In fiscal 2025, the Tires group sector generated sales of 13.8 billion euros. Continental's tire division employs more than 56,000 people worldwide and has 19 production and 16 development sites.

Are you ready to shape the future with us?