

# Purchasing Support Intern, Poznań

## Role & team overview

Purchasing Support team is a group of 10 coordinators who are responsible for supporting the business across 9 Western European markets with purchasing processes for indirect categories.

Team provides first-line user support in the SAP Ariba procurement tool, helping users convert Purchase Requisitions (PRs) into Purchase Orders (POs) through the appropriate buying channels. It ensures adherence to SLAs, supports the execution of global policies (e.g. Procurement, No PO No Pay), prepares training materials and conducts end-user training sessions.

During the internship, you will become an important part of our team. You will have the opportunity to learn about purchasing processes, gain hands-on experience with SAP Ariba, a widely used procurement system, and provide ongoing support to both our internal team and stakeholders across the markets.

## What you'll be doing

- Validating Purchase Requisitions in SAP Ariba for Western European markets,
- Supporting the Purchasing Support team in its daily tasks,
- Providing system support to local organizations,
- Supporting the Vendor Management team in the creation and maintenance of vendor accounts.

## We are looking for colleagues who:

- Enjoy international environment and are team players
- Are open-minded, enthusiastic and responsible
- Have a proficiency in MS Office
- Speak English communicatively
- Have a team work approach
- Are available for at least 20 hrs per week

## What you can expect

- 6 months of paid internship with a chance of extension
- English as a main internal communication language
- Attractive salary & internship plan tailored to your skills and talents
- Flexible working hours
- Possibility to gain business knowledge and practical skills in international, diverse teams
- Cooperation with top class professionals during every day work and trainings
- Convenient location right in the heart of the vibrant city

- Amazing events, e.g. after work beer events

Apply [here](#).

We read applications continuously and vacancies may be filled anytime. We look forward to receiving your application.