

Intern for Procurement Office
Duke Kunshan University
Job Description

Position Overview:

The intern works as a member of a team in support of all activities tied to the function. The intern works closely with the procurement manager of DKU, providing administrative support, including contract management, logistics, procurement execution etc.

Reports to:

The position reports to the Associate Manager of Procurement of DKU.

Essential Duties:

Support day-to-day execution of procurement activities related to the procurement function.

The responsibilities will include, but are not limited to, the following:

- Assisting communication with requisition department on purchase requisition process.
- Assisting contract review process and contracts tracking.
- Arranging international and domestic logistics affairs.
- Arranging meetings with stakeholder departments.
- Assisting purchase order execution and timely follow-up.
- Collecting supplier information and maintaining supplier list.
- Other duties as assigned to from the procurement manager.

Required Qualifications:

- Currently enrolled students or recent graduates who already receive admissions to graduate school.
- Candidates with logistics or business administration background would be preferred.
- Detail-oriented, highly organized.
- Quick learner with a can-do attitude.
- Great written and verbal communication skills in English and Chinese.