

TASK DESIGNATION: Procurement Internship
DEPARTMENT: Procurement
DIVISION/PILLAR: Corporate Services
REPORTING TO: Head of Department, Procurement
TASK DESCRIPTION
1. Assist in the development and implementation of e-procurement systems to improve system efficiency and effectiveness. 2. Provide administrative support to the procurement team, including document management and data entry. 3. Assist in analysing and monitoring supplier performance. 4. Assist in collecting and analysing procurement data to identify trends and opportunities for cost savings. 5. Support procurement projects from initiation to completion, including planning, execution, and monitoring. 6. Support project documentation and reporting, including progress updates and post-project evaluations. 7. Perform any other related tasks assigned from time to time by the immediate superior or the Management to support the department's objectives.
COMPETENCIES
• Currently pursuing a Bachelor's Degree in Business Administration, Purchasing and Supply, Procurement, Project Management, Information Technology, or equivalent. • Proficient in Microsoft Office, particularly Microsoft Excel, with good data management and analytical skills. • Good understanding of procurement processes and e-procurement systems will be an added advantage. • Good and effective communication and written skills in Bahasa Malaysia and English. • Ability to work independently and collaboratively as part of a team with minimal supervision.