



Procurement Assistant (6 months paid internship)

PPD is a leading global contract research organization providing comprehensive, integrated drug development, laboratory and lifecycle management services. Our clients and partners include pharmaceutical, biotechnology, medical device, academic and government organizations. With offices in 47 countries and approximately 20,000 professionals worldwide, PPD applies innovative technologies, therapeutic expertise and a firm commitment to quality to help clients and partners bend the cost and time curve of drug development to deliver life-changing therapies that improve health. For more information, visit www.ppd.com.

Main responsibilities:

- Managing the incoming requisition workflow and placing orders for supplies, equipment, services and materials
- Expediting deliveries and maintaining accurate supporting documentation
- Investigating paper work and system report discrepancies
- Responds quickly to requests from internal customers
- Monitoring purchasing status reports and, maintaining purchasing files
- Support various Procurement activities

Required Education and Experience:

- In process of obtaining degree in Business, Finance, Economics, Logistics or similar
- Excellent communication (written and verbal) skills in English
- Proficiency in Microsoft Office programs
- Basic analytical and quantitative abilities
- Flexibility and attention to details

HOW TO APPLY: Please send your CV in English to Alina.stoyanova@ppdi.com. This is an ongoing search. Suitable candidates will be contacted accordingly.