

## **Procurement Intern (6 months fixed term)**

At Thermo Fisher Scientific, you'll discover meaningful work that makes a positive impact on a global scale. Our Mission is to enable our customers to make the world healthier, cleaner and safer. We have the resources needed to achieve individual career goals while taking science a step beyond through research, development and delivery of life-changing therapies. With clinical trials conducted in 100+ countries and ongoing development of novel frameworks for clinical research through our PPD clinical research portfolio, our work spans laboratory, digital and decentralized clinical trial services. Your determination to deliver quality and accuracy will improve health outcomes that people and communities depend on – now and in the future.

### **Discover Impactful Work:**

Our colleagues in finance strive for excellence in every task, at every moment. Seeking improvements to processes and more efficient ways of working or adapting to changing financial and industry environments. This position is providing support to the Procurement Team.

- Location Sofia, Bulgaria
- Working Hours 40h

### **Functional Responsibilities:**

- Administrative Procurement Support Services
- Under the direct supervision of the Procurement Supervisor, the procurement intern provides a variety of transactional support services, ensuring consistency and quality of work steps completed, as well as optimal information flow.
- Works on assignments that are routine in nature, requiring limited judgment. Has little or no role in decision-making.
- Main activities will include, but not limited to, the following:
- Housekeeping on PO records
- Work on Shared mailbox archiving process.
- Review queues and shared mailboxes and assist with work assignments through the team.
- Assist to Invoice Hold Team, send the emails with the summarized report to buyers.
- Participating in team meeting
- Training components and learning elements

The intern will be given an on the job learning opportunity by being assigned to work on low value low risk procurement cases for which along each step of the way they will be guided on the CRG P2P process. Acquire job skills and learns company policies and procedures to complete routine tasks.

**Qualifications:**

- Strong attention to detail.
- Excellent interpersonal and analytical/problem solving skills
- Capability to use diverse resources, respond quickly, understand impact of changes and decisions, and build collaborative relationships
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to follow established procedures.
- Proficient in English - strong written and oral communication skills

**What we offer:**

- Learning and development programme, ensuring you reach your potential;
- Extensive benefits package based around the health and well-being of our employees;
- Competitive salary;
- Flexible working culture with work-life balance and possibility for remote working;
- Collaborative and friendly environment;
- Global exposure and opportunity to work on international assignments.

**Our 4i Values:**

*Integrity – Innovation – Intensity – Involvement*

If you resonate with our 4i values above, and ultimately wish to accelerate the delivery of safe and effective therapeutics for some of the world's most urgent health needs, submit your application – we'd love to hear from you!

**Diversity Statement:**

PPD clinical research services is proud to be an affirmative action employer that values diversity as a strength and fosters an environment of mutual respect. PPD clinical research services is committed to providing equal employment opportunities without regard to age, race, color, pregnancy, national origin, religion, sex, gender identity, sexual orientation, disability, veteran status or status within any other protected group.

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