



## PROCUREMENT INTERN

### Role Overview

Are you passionate about learning and making an impact in the manufacturing sector? Samakgro Limited is looking to hire a motivated Procurement intern to join our team. This is an excellent opportunity to gain hands-on experience in Procurement and Supplies management while contributing to the delivery of high-quality goods and service in the manufacturing sector.

### Responsibilities for Procurement Intern

#### Support in Procurement Processes:

- Assist in sourcing raw materials, spares and manufacturing related supplies.
- Prepare purchase orders, track delivery timelines, and confirm order receipts.
- Ensure items meet Samakgro standards and specifications.

#### Supplier & Vendor Management:

- Support the evaluation and on-boarding of new suppliers to meet quality and cost-effectiveness standards.
- Maintain ongoing communication with vendors to address order inquiries, delays, and other issues.
- Document and evaluate supplier performance to support decision-making in vendor selection.

#### Compliance & Documentation:

- Ensure procurement activities comply with internal policies, manufacturing regulations, and ethical standards.
- Help organize and maintain procurement documentation, including contracts and invoices.

### Qualifications for Accounts Intern

- Degree in Procurement, Supply Chain Management, or a related field.
- Understanding of basic procurement processes.
- Proficient in Google Sheets/Excel and Google Docs/Word.
- Good interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Ability to handle confidential information with discretion
- Willingness to learn with a positive attitude

### Applications

If you meet the above requirements, please submit Current CV's and applications through [hc.ke@samakgro.com](mailto:hc.ke@samakgro.com) stating the subject heading as **PROCUREMENT INTERN** by **7<sup>th</sup> February 2025**.

**Only shortlisted Candidates will be contacted.**