



NTG SHARED SERVICES CENTRE

INTERN – PROCUREMENT & SUPPLY CHAIN

POSITION DESCRIPTION

| | |
|---------------------------|--|
| Position Title | Intern – Procurement & Supply Chain |
| Location | Parkland Building Colombo 2, Sri Lanka |
| Business Unit/Site | NTG Shared Services |
| Reporting to | General Procurement Lead |
| Direct Reports | - |
| Key Working Relationships | Procurement & Supply chain, Finance & Production teams |

Role Summary

The North Technology Group (NTG) originated in 1957 with North Sails (the global leader in sail-making). Today, North Technology Group is a diverse family of companies serving marine and manufacturing markets worldwide. Future Fibres is the market leader in carbon fibre mast products for yachting. As part of the wider North Technology group, we are at the forefront of technology in the performance marine industry. We are looking out for a young and dynamic individual to join our Sri Lankan Shared Service Operation as an **“Intern – Procurement & Supply Chain”**.

Role Description

This internship offers an excellent opportunity to gain hands-on experience in procurement & supply chain processes, supplier management, and purchasing strategies within a fast-paced corporate environment. The Procurement & Supply Chain Intern will assist with various tasks related to sourcing, ordering, and inventory management, providing support to ensure efficient and cost-effective procurement operations.

Vendor Management:

- Assist in maintaining and updating the vendor database.
- Support the evaluation and selection process of new suppliers.
- Analyse the PO requirements and raise POs and receive them on time in full.
- Communicate with vendors regarding order status, discrepancies, and delivery schedules.

Procurement Process:

- Help in preparing and issuing purchase orders.
- Assist in tracking and expediting orders to ensure timely delivery.
- Support the preparation of FRQ and analyse quotation.
- Support creating intercompany Pos.

Documentation & Record Keeping:

- Maintain accurate records of procurement transactions and related documents.
- Assist in the creation and management of procurement reports and spreadsheets.



NTG SHARED SERVICES CENTRE

INTERN – PROCUREMENT & SUPPLY CHAIN

Cost Analysis

- Help conduct market research to identify pricing trends and benchmark costs.
- Assist in cost analysis and preparation of cost comparison reports.

Compliance and Risk Management:

- Ensure procurement activities adhere to company policies and procedures.
- Support compliance with regulatory requirements and internal audit processes.

Cross-Functional Support:

- Collaborate with other departments such as finance, operations, and logistics to ensure seamless procurement operations.
- Assist in resolving any procurement-related issues that may arise.

Skills and Qualifications

- Undergraduates specialize in Supply Chain Management, Business Administration, or a related field.
- Basic knowledge of procurement processes and best practices is an added advantage.
- Strong analytical skills with the ability to collect, organize, analyse, and disseminate significant amounts of information.
- Proficiency in Microsoft Office Suite (Excel, Words and PPT).
- Previous experience in in an D365, Stampli, WorkFlowMax is an added advantage.
- Excellent written and verbal communication skills.
- Detail-oriented with strong organizational skills.
- Ability to work independently as well as part of a team.
- Ability to work extra hours if the business requires.

If you are keen & interested in working at one of the World's Leading Marine Group's and work towards developing something special, please do send in your CVs with two non-related references to careers@ntgssc.com