

## Sappi: Procurement Internships 2024 New Application

### Description

Sappi is seeking dynamic and motivated individuals for our Procurement Internship program. This is an exciting opportunity for students or recent graduates to gain hands-on experience in the field of procurement within a leading global organization. As a Procurement Intern, you will have the chance to work closely with experienced professionals, participate in strategic initiatives, and contribute to the success of our procurement team.

### Responsibilities

- **Assist in Supplier Relationship Management:** Collaborate with the procurement team to build and maintain strong relationships with suppliers, ensuring timely and cost-effective procurement of goods and services.
- **Market Research and Analysis:** Conduct market research to identify potential suppliers, analyze market trends, and provide insights to support strategic decision-making.
- **Contract Management:** Support the drafting, negotiation, and administration of contracts, ensuring compliance with company policies and legal requirements.
- **Procurement Process Optimization:** Work on continuous improvement initiatives, streamlining procurement processes, and identifying opportunities for efficiency gains.
- **Data Analysis and Reporting:** Assist in data collection, analysis, and reporting to track key performance indicators and support data-driven decision-making.
- **Cross-functional Collaboration:** Collaborate with various departments such as finance, operations, and logistics to ensure alignment of procurement activities with overall business objectives.
- **Learning and Development:** Participate in training programs and workshops to enhance your knowledge of procurement processes, industry trends, and professional development.

### Qualifications

- Currently pursuing a degree in Business, Supply Chain Management, or a related field.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

### Job Benefits

1. **Professional Development Opportunities:**
  - Gain hands-on experience in the field of procurement within a global industry leader.
  - Access to training programs, workshops, and seminars to enhance

### Hiring organization

Sappi

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Paper and Forest Product Manufacturing

### Job Location

Ngodwana, Mpumalanga, South Africa, 1209, Ngodwana, Mpumalanga, South Africa

### Working Hours

09

### Date posted

March 30, 2024

### Valid through

25.01.2028

your skills and knowledge.

- Mentorship from experienced professionals to guide you in your career journey.

**2. Networking and Exposure:**

- Collaborate with professionals across various departments, building a valuable network within the organization.
- Attend industry events, conferences, and meetings to broaden your understanding of the procurement landscape.

**3. Meaningful Projects:**

- Work on real-world projects that contribute to the success of the procurement team and the overall business.
- Opportunities to take ownership of specific tasks and initiatives, allowing you to make a tangible impact.

**4. Competitive Compensation:**

- Receive a competitive stipend based on industry standards for the duration of the internship.

**5. Inclusive and Supportive Environment:**

- Be part of a diverse and inclusive workplace that values different perspectives and backgrounds.
- Access to support networks and resources to help you navigate your internship successfully.

**6. Flexible Work Arrangements:**

- Opportunities for flexible work arrangements to accommodate your academic schedule and personal commitments.

**7. Career Advancement Opportunities:**

- Possibility of consideration for future employment opportunities within Sappi based on performance during the internship.

**8. Employee Assistance Program (EAP):**

- Access to an Employee Assistance Program for confidential counseling and support services.

**9. Company Culture:**

- Experience the positive and collaborative culture that defines Sappi, fostering a sense of belonging and teamwork.

**10. Social Events and Team Building:**

- Participate in social events, team-building activities, and networking sessions to connect with colleagues in a relaxed and enjoyable setting.

## Contacts

**1. Prepare Your Application Documents:**

- Update your resume to highlight your relevant education, skills, and experiences.
- Draft a cover letter expressing your interest in the Procurement Internship position at Sappi. Include details about why you are interested in the role and how your skills align with the responsibilities outlined in the job description.
- If applicable, gather academic transcripts or any additional supporting documents.

**2. Compose an Email:**

- Create a new email addressed to the designated application email or use the provided application link.

**3. Subject Line:**

- Clearly mention "Procurement Internship Application - [Your Full Name]" in the subject line.

**4. Attach Your Documents:**

- Attach your resume, cover letter, and any additional documents to

the email.

**5. Compose a Brief Message:**

- In the body of the email, include a brief message expressing your enthusiasm for the internship position and summarizing key qualifications.

**6. Send Your Application:**

- Send the email to the specified application email address or submit your application through the provided application link.