**Description**

Are you enthusiastic about procurement? Do you take pride in your organizational skills? Do you love finding the best possible service or product? Then join PeopleCert, a pioneer in combining certification with technology, as a **Procurement Trainee** and work with our young, dynamic and super-talented team that ensures PeopleCert’s needs in products and services are fulfilled in a qualitative and timely manner. You will be trained to support purchasing activities in compliance with the corporate procurement policies, to contribute to cost and quality efficiencies for the supply of products and services worldwide, as well as to ensure that such products and services are delivered according to agreed terms and conditions.

**You will be trained to:**

* Handle assigned purchasing activities diligently
* Facilitate the purchase request workflow, receiving cost approval forms and expedite approval process
* Make enquiries to gather information about products to be ordered, check existing suppliers offers, and provide alternative sourcing options
* Negotiate with external vendors to improve terms
* Compare prices, specifications, payment and delivery dates to determine the best bid among potential suppliers
* Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries and other problems
* Monitor suppliers’ performance and recommends improvements
* Maintain well organized records regarding purchase requests, purchase orders, supplier’s tenders, contracts, invoices and other important documentation.

**Requirements:**

* Up to 6 months internship course, in participation with your educational organization
* Studies related to Logistics/Supply Chain Management are preferred
* You have a desire to learn and develop a career in logistics, supply chain management
* Excellent use of the English language (C2 level)
* Very good use of MS Office applications
* Exceptional communication, interpersonal and organizational skills

If you are looking for an international, fresh and fast-growing environment to start your career we would like to hear from you!

**About PeopleCert**

PeopleCert is a global leader in assessment and certification of professional skills, partnering with multi-national organizations and government bodies for the development & delivery of standardized exams. Delivering exams across 200 countries and in 25 languages over its state-of-the-art assessment technology, PeopleCert enables professionals to boost their careers and release their life ambitions.

**Quality, Innovation, Passion, Integrity** are the core values which guide everything we do.

Our offices in UK, Greece, Cyprus and Turkey boast a culture of diversity, where everyone is different, yet everyone fits in. Our commitment is to develop and maintain a workforce that reflects the very diversity of our customers and the communities in which we do business.

For more information, please visit the corporate website www.PeopleCert.org

PeopleCert regrets that due to the large volume of applications received, we will only consider those who solely correspond to job requirements as listed above.

All applications will be treated with strict confidentiality.