

UNIS Hanoi - Position Description

Division:	Administration
Department:	Procurement Office
Position:	Procurement Intern
Reports to:	Procurement Officer/Manager
Working Hours:	8 hours/day

Responsibilities:

- Supporting the Procurement Office to find local and international vendors to obtain quotes for required products/services as school regulations and practices.
- Supporting the Procurement Office to check quotes, draft a Vendor Evaluation Form to select the best vendor for the required products/services.
- Supporting to input data into the system with guidance and request
- Assisting Procurement Office to dispense, check out stationery and check stationery inventory.
- Supporting to receive and check goods for arrived orders and categorize, deliver to Purchase Requesters/Teachers/Departments etc
- Support Procurement Office in paperwork of customs clearance for (non)instructional material with Department of Culture and Information, Third party of logistics, Express Courier like DHL, FEDEX ect and Customs Office
- Support Procurement Office to go to Express Courier to get the dispatch/cleared package
- Support other paperwork and tasks assigned by Procurement team

Requirements:

- Willing to learn, supportive and good communication
- Good at English (4 skills)
- Hard working, enthusiastic, dynamic