

## Job Specification – Procurement Intern



ING's purpose is 'Empowering people to stay a step ahead in life and in business. Every ING colleague is given the opportunity to contribute to that vision. We champion self-reliance and foster a collaborative and innovative culture. The Orange Code is our global manifesto for how we stay true to our purpose and our tradition of reinvention and empowerment. It is made up of **ING Values** (we are honest; we are prudent; we are responsible) and **ING Behaviours**: (you take it on and make it happen; you help others to be successful; you are always a step ahead). For us, success will only be achieved if we act with **Integrity**.

Some companies see diversity as a box to be ticked. We see it as fundamental to our success and we encourage a proper work/life balance. At ING, you'll only be judged on your performance in line with the Orange Code. And that's a promise.

### Core Information

<b>Job Title:</b>	Procurement Intern
<b>Business/Function:</b>	Procurement
<b>Department:</b>	CAO / Enterprise Management Office
<b>Line Manager:</b>	Richard Borowy
<b>Core Hours of Work:</b>	Full Time 9.00am – 5.00pm
<b>Internship Programme</b>	9 month paid internship programme running from September 2020 to June 2021.
<b>Status:</b>	Temporary
<b>Required start date:</b>	September 2020

### Job Specification

#### Overview:

This is not just a role in the Procurement department, this is an internship programme. You will be required to participate in organising charity and social events taking place in the bank as a team. You will also get a lot of support in learning about Wholesale Banking and laying the foundations for a professional future career. We are looking for an enthusiastic team player to get involved with all of the intern tasks.

The Procurement department manages ING's external spend and suppliers and works closely with ING Bank Procurement as well as with the various business partners. The main objective of the Procurement department is to maximise the business benefits ING gets from its vendors. We get involved in buying a range of products and services from IT, banking systems, consulting, recruitment, facilities services, energy. We also manage the Know Your Supplier process, ensuring that suppliers are fully qualified and therefore

#### Main Duties and Responsibilities of Role

- To directly manage KYS (Know Your Supplier) process, ensuring up to date knowledge of the latest developments in related policies and being the key contact point in the branch, protecting ING London Branch from doing business with suppliers, who engage in undesirable practices or that are financially, socially or environmentally unsound.
- Take an active role in managing a specific spend category, gaining an active understanding of both strategic and tactical procurement, contract development and negotiation. Training and supervision will be provided.
- To produce Management Information System (MIS). Including Performance against Key Risk Indicators (KRI's) and Key Performance Indicators (KPI's), monthly reports to CAO, Supplier Qualification reporting and regular analysis and reporting on spend under / not under Procurement control.



- To manage the regular reporting requirements and suggest/make improvement as needed.
- To optimize and to ensure an up to date overview of upcoming contract renewals and (where possible) upcoming new projects.
- To perform a spend analysis with the objective to get a clear view on the total spend of WB UK and the spend specified per vendor and per category. This information can then be compared with the information in Zycus, the contract calendar and the Purchase Order (PO) information, in order to validate the spend analysis and to detect Maverick buying (the purchasing outside of standard procurement processes, without incorporating the Procurement department). Based on the detection of Maverick buying, propose improvements.
- To optimize and to perform a periodic vendor management review, based on the criticality of the products and services procured.

### Career Potential

This role provides an excellent opportunity to gain an introduction to working within Procurement. The Procurement function interacts with a number of departments within London Branch and therefore offers wider learning about the organisation.

### Candidate Profile

#### Qualification/Education:

**Essential:** A recent graduate, or someone who is on a gap or sandwich year.

**Desirable:** CIPS (or comparable) qualified or qualification in progress (optional).

#### Experience/Knowledge

**Essential:** No prior experience necessary – training to be provided.

**Desirable:** Knowledge about Supply Chain Management.

#### Personal Competencies

##### Essential:

- A self-starter, able and enthusiastic to learn.
- Organised and detailed orientated, able to analyse and work with data.
- Ability to execute tasks independently and manage/prioritize workload.
- Professional and confident manner.
- Good verbal and written communication skills.
- Good interpersonal skills, tact and diplomacy.
- Good PC skills, including a working knowledge of Excel, Word, Outlook.
- Problem analysis and judgement.
- Target focused and driven to realize added value and achieve results.
- "Hands on" mentality and approach, focused on realizing solutions.
- A team player who can develop strong relationships with internal clients and colleagues.
- Someone who will also play a big part in the intern team and represent the Procurement team well.

Click [here](#) to find out further information on this intern programme and how to apply