



## Job Specification – Procurement Intern



ING is a global bank with a strong European base. Our over 57,000 employees serve around 38 million customers, corporate clients and financial institutions in over 40 countries. Our purpose is to empower people to stay a step ahead in life and in business. This purpose guides us in everything we do.

Wholesale Banking has a sector-focused client business in lending, Capital structuring and advisory, transaction services, sustainable finance solutions and financial markets.

'Do your thing' is our new brand direction and our first global tagline. It articulates our purpose and our promise to make banking frictionless. It's about encouraging people to do more of the things that move them and their business. 'Do your thing' is not about irresponsible behaviour but about people being free to live the life they want to live, knowing that they will make their world a little better for it.

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| <b>Job Title:</b>          | Procurement Intern   |
| <b>Business/Function:</b>  | Procurement  |
| <b>Line Manager:</b>       | Richard Borowy   |
| <b>Core Hours of Work:</b> | Full Time – 9.00 am – 5.00 pm  |
| <b>Duration</b>            | 9 month paid internship programme running from October 2022 to July 2023 |
| <b>Status:</b>             | Temporary  |
| <b>Required start date</b> | October 2022   |

### Job Description

The ING London Internship Programme: A structured programme aimed at university students and recent graduates. The programme will offer first-hand experience of what a career at ING is like by giving you an opportunity to observe and get involved in the day to day running of the business. An internship at ING will allow you to explore your interests and develop your professional skills and capabilities.

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

### Job Responsibilities

- 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.

### In addition

- Working with the rest of the interns to put together “meet the manager” sessions amongst the managers, networking events and product sessions;
- Actively participate in volunteering opportunities available through ING’s charity partnership initiatives;
- Think of ideas for charity events for the London office and take them on and making them happen!

### Your Work Environment

Procurement is a role that requires a wide range of skills; including relationship management, understanding of contracts and legal terms, market research, communication across a wide range of stakeholders, data analysis, supplier management and presentation of information. Working alongside the whole team, a Procurement intern will be provided with an introduction and development into all these core skills, as well as the opportunity to meet with teams across our business. They will see how we plan both strategically and tactically to ensure the ING gets the best value from the products and services we buy and how the regulatory environment affects the bank day to day.

There will also be insight into the primary tools and methodologies that procurement use to manage their work such as Category Management, supplier segmentation and negotiation

A key offering is that the successful person will manage specific “real life” processes; KYS, that has a direct impact on the bank; delivery of our reporting into Global Procurement and the wider business and ultimately take responsibility for specific procurement related projects from start to finish, allowing them to gain a real sense of ownership during their time here.

### 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.

### Who Are We Looking For?

#### Required Skills

##### Essential

A recent graduate or looking to do a university placement year.

Must have the right to work in the UK for the whole duration of the proposed internship

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.

##### Desirable

Knowledge about Supply Chain Management

CIPS (or comparable) qualified or qualification in progress (optional).

### What Type Of People Are We Looking For

Creating a differentiating experience starts with ING’s culture: entrepreneurial, open, collaborative, innovative and energetic. Who we are and how we work are set out in our Orange Code. Our values are the non-negotiable promises we make to the world. The principles we stick to no matter what are: we are honest, we are prudent, and we are responsible. Our behaviours are the commitments we make to each other and the standards by which we measure performance. These behaviours are what set us apart. We are looking for people who apply these behaviours: you take it on and make it happen, you help others to be successful and you are always a step ahead.

With integrity above all, the Orange Code is our manifesto describing the values and behaviours that define us and what it means to be ING.

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