



## Job Specification – Procurement Intern



ING is a global bank with a strong European base. Our over 60,000 employees serve around 38million 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.

For our Wholesale Banking clients we provide specialised lending, tailored corporate finance, debt and equity market solutions, sustainable finance solutions, payments & cash management and trade and treasury services.

'Do your thing' is ING's first global tagline. It is how we articulate our purpose and promise to make banking frictionless to the world. 'do your thing' is about people being free to live the life they want to live, knowing that they will make their world a little better for it.

### Core Information

<b>Job Title:</b>	Procurement Intern
<b>Business/Function:</b>	<b>Procurement</b>
<b>Department:</b>	<b>Finance, Tax and Procurement</b>
<b>Line Manager:</b>	<b>Richard Borowy</b>
<b>Core Hours of Work:</b>	Full Time 9.00am – 5.00pm
<b>Duration</b>	12 month paid internship programme running from September 2025 to September 2026
<b>Status:</b>	Temporary
<b>Required start date:</b>	September 2025

### 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, Market Data, 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 invoicing 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.

### What an internship with Procurement offers:

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.



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