Job Description – Intern, Finance/Procurement

Department: Finance/Procurement  Reports to: Senior Associate, Procurement

Responsibilities

Under this program, the students will work under guidance and supervision from supplier service team to maintain the Workday system, consolidate monthly report, and present daily administration work that include:

- Data collection and monthly report combination.
- Payment preparation support.
- Documents delivery management.
- Documentation filing.

Qualification

- **Required Education**
  
  Applicants should be currently enrolled in an undergraduate OR graduate program.

- **Required Experience**
  
  Experience and/or education in relevant fields.

- **Required Knowledge, Skills, and Abilities**
  
  - Ideally Finance or Administration background
  - Proficiency in MSExcel, Word&Powerpoint and report generation
  - Good communication skills and high sense of priorities

Availability

The candidate is expected to be work at least 3 -4 days per week. The schedule and the length of the internship is flexible.