

Job description for Technical Support for Procurement Service Center - Internship Program

Brief

Louis Dreyfus Company is a leading merchant and processor of agricultural goods. Our activities span the entire value chain from farm to fork, across a broad range of business lines, we leverage our global reach and extensive asset network to serve our customers and consumers around the world. Structured as a matrix organization of six geographical regions and eight platforms, Louis Dreyfus Company is active in over 100 countries and employs approximately 17,000 people globally.

LDC Procurement Service Center Sofia is looking for a motivated Intern to join Procurement team. The Intern will focus on procurement processes and related operational activities.

Main responsibilities

He or she will have the main following responsibilities:

You will receive training on:

- Learn and working properly with procurement systems at operational level – ERP(SAP), Contract Lifecycle Management system “CLM” (M-files), MdM (EBX) etc.
- Supporting Procurement team with contracts life management by uploading and creating contract summary card into CLM as per agreed plan and timeline;
- Support Procurement spend analysis and vendor management strategy definition;
- Support Local Buyers and EMEA BPO (Business Process Owner) in their objectives and projects – tests at SAP, data analysis, PR-PO conversion etc.
- Follow up with internal stakeholders on parked invoices and update weekly report with resolution trend;
- Regular follow up on execution plans, tasks given, main activities improvement and blockers.

Experience

Experience:

- Ability to work with MS Office suite
- Preference to work with systems, database, and data analysis (Knowledge of Power BI, Business Object is a plus)
- ERP experience is a plus
- Fluent English, both written and verbal
- French and/or German language will be considered as a plus

Interactions with:

- External third parties (Vendors)
- Procurement team
- Finance team
- DT&A team (IT)

Skills

Skills and Competencies:

- Communication, analytical and critical thinking, Database querying, curiosity
- Procurement fundamentals will be considered as a plus
- Good organizational and problem resolution skills
- Ability to work on a timely matter to meet deadlines
- Accuracy and strong attention to details
- Ability to work in a team

We provide you with:

- Flexible time of work schedule for the 6-month period of the program
- Young, diverse, multicultural, and dynamic environment
- Social events & team-building opportunities
- After successful completion of the program, if an open position is available, it will provide the opportunity to have a permanent position within great professionals in the field.

Diversity & Inclusion:

LDC is driven by a set of shared values and high ethical standards

Diversity is part of our DNA. LDC strives to create a diverse and inclusive work environment where people can thrive regardless of gender, sexuality, ethnicity or background.

Sustainability:

Sustainable value is at the heart of our purpose as a company.

We are passionate about creating fair and sustainable value, both for our business and for other value chain stakeholders: our people, our business partners, the communities we touch and the environment around us

Languages

English (Advanced)

Education

- College or University degree in Economics/Supply Chain or IT – preferable in 3rd or 4th year or recent graduate

Years of work experience

< 1 year