

INTERNSHIP



It matters where you stop!

MOL Romania is member of MOL Group, an integrated, independent, international oil and gas company, active in over 40 countries with a dynamic international workforce of 27,000 people and a track record of more than 100 years in the industry. MOL Group owns a network of more than 2,000 service stations across 11 countries in Central & South Eastern Europe, out of which approximately 200 are located in Romania.

MOL Group's first service station was opened in Romania back in 1995. Since then, the company has continuously invested into network expansion and optimization, while expanding its portfolio. MOL Romania offers companies integrated solutions, such as fuel cards or wholesales. Motorists can benefit from entering in the most extensive loyalty program in the fuel retailing market, called MultiBonus.

We invite you to apply for the position of **PROCUREMENT INTERN** as part of our **Internship Program**

We are looking for talented young colleagues eager to learn and develop their professional skills, interested in getting involved in the activity of a dynamic team, driven by performance and customer orientation

Location: Cluj-Napoca, The Office, 21 December 1989 Boulevard, no. 77

Working time: part-time, with flexible working hours

Tasks and responsibilities:

- Create SAP requests;
- Select suppliers and contract services for low complexity goods and services;
- Be in contact with business and functional departments and gather relevant information for tenders;
- Prepare and maintain a database of utility contracts for service stations;
- Guide and assist requestors in creating requests in Procurement Approval Workflow and in SAP;
- Create orders for office consumables and protocol products;
- Initiate vendor creation requests in SAP;
- Carry out different administrative tasks in scrapping process;
- Carry out different reporting and administrative tasks for Corporate Services department.

Required skills:

- Good communication skills
- Analyzing and problem solving
- Critical thinking and attention to details
- Open for continuous learning and development
- A friendly and engaging personality
- MS Office
- Good Romanian language knowledge

What we offer:

- Opportunity to work in a dynamic multinational company environment
- Opportunity to work with and learn from skilled professionals
- Possibility to work part-time / full time, with flexible working hours in line with faculty program
- Opportunity to gather valuable work experience

How to apply:

We encourage you to send your application till the 31st of January 2017, via email to MOL Romania HR at resurseumane@molromania.ro, with the Subject: Internship Program, specifying the position you apply for, together with an attached CV.

Contact Person:

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