

APPRENTICESHIP — TRAINEESHIP

TERRIE

Procurement



Are you a Fresh Graduate looking to kickstart your career in the manufacturing industry? The Tertiary Exposure and Recruitment towards Industrial Excellence (**TERRIE**) Apprenticeship Program is your golden ticket to success.

What we offer:

- 1.** Buddy System: Experienced mentors to guide your journey
- 2.** Evaluation at the end of the program
- 3.** Monthly Allowance
- 4.** Certificates of completion
- 5.** BPJS TK (Social Security for Employees)
- 6.** Airfare and lodging for participants outside **Batam**

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REQUIREMENTS

- ★ Fresh Graduate from any bachelor degree, preferably from top universities.
- ★ GPA >3.0
- ★ Commit to have minimum **6 months** on the job training.
- ★ Good written and verbal English communication skill
- ★ Willing to relocate to **Batam**

JOB HIGHLIGHTS

- ★ Interpersonal Development
- ★ Industry Exposure
- ★ International Exposure

MAIN ACTIVITIES.

- ✦ Contribute to analysis and monitor validated purchase requests and ensure the adequate routing of validated purchase requests
- ✦ Handle requests for purchases:
- ✦ Prepare and create purchase orders and send copies to suppliers and to requesters
- ✦ Track purchases and review purchase orders in order to verify accuracy, terminology, and specifications
- ✦ Escalate on potential risks detected through the execution of scope of activities (e.g. suppliers difficulties in fulfilling demand on time,...) to regional sourcing team
- ✦ Contribute to resolution actions for the Account Payable invoice mismatching & reconciliation process
- ✦ Respond as level 1 to customer and supplier inquiries about order status, changes, or cancellations
- ✦ Prepare, maintain, and review purchasing files, reports and price lists to be determined by regional sourcing (scope to be precised)
- ✦ Ensure maintenance of vendor master data, contribute to maintenance of other purchasing master data (e.g. catalogs, items, material masters)
- ✦ Prepare or support monitoring of RFPC and Sourcing function KPIs, according to defined areas of responsibility on reporting activities. Included KPIs / reports in particular: OTD, late delivery penalties, savings report, suppliers assessment, new supplier requests
- ✦ Respect and execute Vallourec Procurement guidelines and strategy.

Main Responsibilities

- ✦ Perform daily activities oriented to service level achievement
- ✦ Deliver results according to the SLAs and other goals defined by RFPC leadership