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BDO: Procurement Internships 2025 Apply Here

Description

The BDO Procurement Internship offers an exciting opportunity for students or recent graduates to gain hands-on experience in the procurement function of a global professional services firm. As an intern, you will work closely with our procurement professionals, assisting with various aspects of the procurement process, vendor management, contract negotiation, and strategic sourcing initiatives.

Responsibilities

- Assist in conducting market research and supplier analysis to identify potential vendors and assess market trends.
- Support procurement specialists in drafting and reviewing contracts, purchase orders, and other procurement documents.
- Collaborate with cross-functional teams to gather requirements and develop sourcing strategies that align with business objectives.
- Assist in vendor selection and evaluation processes, including conducting supplier performance assessments and maintaining vendor databases.
- Aid in negotiating pricing, terms, and conditions with vendors to achieve cost savings and mitigate risks.
- Assist with the implementation of procurement best practices and process improvements.
- Provide administrative support to the procurement team, including data entry, filing, and organizing procurement-related documents.
- Participate in meetings, training sessions, and other learning opportunities to expand knowledge of procurement principles and practices.

Qualifications

- Currently enrolled in a Bachelor's or Master's degree program, preferably in business administration, supply chain management, finance, or a related field.
- Strong analytical skills with the ability to collect, analyze, and interpret data.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with internal stakeholders and external vendors.
- Detail-oriented with strong organizational skills and the ability to manage multiple tasks simultaneously.
- Proficiency in Microsoft Office applications, particularly Excel, Word, and PowerPoint.
- Proactive attitude with a willingness to learn and take on new challenges.

Job Benefits

- **Professional Development:** Gain valuable hands-on experience in the procurement field within a global professional services firm. Learn from experienced professionals and participate in training sessions to enhance your skills and knowledge.
- **Networking Opportunities:** Collaborate with cross-functional teams and

Hiring organization

BDO

Employment Type

Intern

Duration of employment

3 Months

Industry

Accounting

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

June 27, 2025

Valid through

12.02.2028

interact with vendors, providing you with the opportunity to expand your professional network and build relationships within the industry.

- **Career Growth:** Explore career pathways within procurement and develop transferable skills that will prepare you for future roles in supply chain management, vendor management, contract negotiation, and strategic sourcing.
- **Mentorship:** Receive guidance and support from mentors who will help you navigate your internship experience, provide feedback on your performance, and offer insights into the profession.
- **Flexible Schedule:** Enjoy a flexible work schedule that accommodates your academic commitments and personal obligations, allowing you to balance work and other activities effectively.
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Contacts

To apply for the BDO Procurement Internship, please submit your resume and a cover letter outlining your interest in the position and relevant qualifications. Qualified candidates will be contacted for interviews.

At BDO, we are committed to fostering an inclusive and diverse workplace where all individuals are valued and empowered to succeed. We encourage candidates from all backgrounds to apply.

Join us at BDO and embark on a rewarding internship experience that will kickstart your career in procurement.