

SUPPLY CHAIN / BID ADMINISTRATION INTERNSHIP

Hillpet Construction Management invites applications for an internship in Supply Chain Management/Procurement/Office Administration.

Job Summary

The intern will be trained and involved in the entire bid submission process, ensuring:

- Completeness of data and documents
- Compliance with requirements
- Adherence to quality standards
- Awareness and compliance with tender deadlines

The ideal candidate must:

- Prioritize tasks effectively, and meet tight deadlines
- Possess impeccable verbal and written English skills
- Be self-motivated and able to work with minimal supervision
- Demonstrate exceptional organizational skills
- Effectively liaison with all relevant departments
- Possess high computer literacy

Key Responsibilities

- Responsible for administrative functions of tender process from receipt to delivery
- Procurement of tender documents, assessment of relevance and analysis of requirements; ensuring that format of the tender is adhered to as per tender requirements.
- Collaborate tender documents which include all related pre-qualification and questionnaires- Ensure that tenders are of a high-quality standard.
- Update tender register and follow-up tenders and maintain traceability of electronic and hard copy material.
- Ensure that tender submissions represent the best possible response in terms of completeness and appropriateness.
- Provide updates and progress reports on submitted tenders.
- Ensure the up-to-date status of all company documents.
- Provide support to the Administration department as and when required.
- Do quotations requests as when required.

Minimum Requirements

- Relevant degree/ diploma (NQF level 6), Supply chain management qualification will be highly beneficial.
- 0 to 2 years related experience minimum
- Strong administration, organizational and inter-personal skills
- Candidates around Pretoria & Centurion areas (preferably)

Desired Skills:

- Administration
- Coordination
- Bid Process Management
- Procurement practices knowledge

CLOSING DATE: 25 February 2024

CVs and supporting documents should be sent to hr@hillpet.org

For more information kindly contact **011 312 0835**

Job Type: Internship

Contract length: 12 months

Application Deadline: 25/02/2025