



FANUC

PROCUREMENT INTERN

Location: Echternach

Contract type : Internship

FANUC is the world leading provider of factory automation.

The company focuses on 3 activities: CNC, Industrial Robots and Machines (Wire EDM - Machining Centre - Electric Injection Molding Machine).

FANUC Europe Corporation is the European Headquarter in Luxembourg. Our 300+ employees provide a full range of services to our 25 European subsidiaries. This includes European Sales and Service, Technical Support, Supply Chain, Parts and Repairs, as well as Marketing, Human Resources, IT, Compliance, Legal, Procurement and Administrative Support.

Very close to its employees and based on strong human values, FANUC Europe Corporation offers you a dynamic professional career. QUALITY, RESPECT and PASSION are the fundamental values of the FANUC company.

Joining FANUC Europe Corporation is an opportunity to join a growing company and take part in exciting projects!

YOUR MAIN TASKS

- ✓ Managing Supplier Information and details (keeping the database up to date);
- ✓ Supplier Performance Management;
- ✓ Managing the contracts and NDA database;
- ✓ Review the request for new vendor creation and make sure all data are filled correctly and all information to create a new supplier are available;
- ✓ Mapping of Material groups to the supplier base;
- ✓ Review item Master data – ensuring that all items created in the ERP system have the relevant information attached e.g. supplier item number, drawing number or material group classification
- ✓ Supporting saving tracking and creating price comparisons;
- ✓ Review and ensure that ISO 9001 procedures are followed.
- ✓ Attending supplier meetings and supporting the process e.g. meeting set up, taking meeting minutes, etc.

YOUR PROFILE

- ✓ Studying towards University degree in Business, Engineering, Purchasing or similar;
- ✓ Understanding of purchasing related & quality related Key Performance Indicators;
- ✓ Ability to analyse data and reports in order to determine acceptable results and recommendations;
- ✓ Previous experience or knowledge of ISO standards considered an advantage;
- ✓ Team player and motivated to work in an agile work environment;
- ✓ Well-structured and organized work habits;
- ✓ Excellent verbal and written communication skills in English and intercultural competence;
- ✓ Good knowledge of MS Office, especially MS Excel; knowledge of Access, Visio or MS PowerPoint recommended.

Only applications from students enrolled in a Luxembourg or foreign educational establishment will be considered.

To apply, please send your application to jobs@fanuc.eu

English is our company language. Therefore please ensure that you send your application (cover letter and CV) in English for smoother processing. Please note that we are located in the Industrial Zone in Echternach. It is thus highly recommended that applicants have personal vehicle as public transport options are limited.