

Corporate Procurement Trainee

m/f/d, Zürich

Join our clients Corporate Procurement team and gain hands-on experience in supporting the development and implementation of Corporate Procurement strategies. You'll work on meaningful projects in areas such as Indirect Services, Risk Management, and Supply Base Management while learning from experienced procurement professionals.

Start Date: asap

End Date: 3-month contract (flexible dates to fit your academic schedule)

Workload: 80-100%

Location: Zürich, with 1-2 days office presence

Workmodel: Contracting

Your responsibilities

Procurement Support & Learning

- * Assist in sourcing activities for Indirect Spend Categories
- * Support eRfX processes and learn how we manage procurement workflows
- * Interact with stakeholders across the organization and understand supplier relationship management
- * Contribute to implementation of Procurement initiatives under mentorship
- * Report to the Co-Head of Corporate Procurement (or designated mentor/category manager)

Your Profil:

- * Currently enrolled in a Bachelor's or Master's program
- * Fluent English skills are mandatory
- * Basic understanding of procurement or supply chain is a plus
- * Willingness to communicate and collaborate with colleagues at various levels
- * Ability to listen, understand different perspectives, and incorporate feedback
- * Interest in learning how to manage professional relationships

Job Profil

 Administration - Procurement

 Zürich

 Contracting

 Vollzeit



asap - 3-month contract (flexible dates to fit your academic schedule)

 Procurement

Job Benefits

 Arbeitslaptop

 Coopers Care

 Flache Hierarchien

 Flexible Arbeitszeiten

 Home Office Möglichkeit

 Weiterbildungsangebot

 Zentrale Lage



Klingt interessant?

Sophia Merkt

Talent Acquisition Consultant

+41 61 638 38 45

sophia.merkt@coop.ch

- * Ability to manage multiple tasks and prioritize effectively
- * Detail-oriented approach to tracking progress and deadlines
- * Eagerness to see projects through from planning to completion
- * Clear written communication for reports and documentation
- * Comfortable presenting ideas and findings to small groups or mentors
- * Ability to explain your work to team members with different backgrounds
- * Analytical mindset - curious about "why" and "how"
- * Creative thinking when facing obstacles
- * Willingness to ask questions and learn from challenges

Sounds like a great job?

Then we look forward to receiving your complete application documents through our online application form.

When applying by email, the sender agrees that his or her data will be used in accordance with our data privacy policy.

Find more vacancies at: coopers.ch