



We are looking for candidates for the position of

Intern in Sourcing Tools Team

Work place: Łódź

Your challenge

eContract Management (eCM) provides a simplified and transparent method of contract creation, approval and storage. Working from the Procurement Shared Service Centre in Poland you will be executing the contract creation in the global system under Data Collection project, maintaining the database and ensuring accuracy toward existing instruction. The position offers an interaction with Philips Procurement community.

Your responsibilities may include:

- Supporting business with existing processes for storing contracts in eCM:
 - Processing requests for new contract creation
 - Storing signed documents under existing contracts
- Analysis of closed contracts against spend coverage
- Meta Data maintenance:
 - Confirming and/or updating existing information
 - Validating existing contracts
 - Taking corrective actions

Our offer

We offer a 2-month-long assignment (March-April 2015)

Join a company that offers meaningful solutions which enhance people's lives all over the world. We challenge and empower you to make the most of your talents while working in an international team. You will be surrounded by passionate insightful colleagues who share your drive to create superior customer experiences.

We are looking for

- **Fluent English** (both written and spoken)
- Computer literacy essential and experience in MS office applications
- **Fast learner**
- High level of attention to details
- Well-developed analytical thinking skills
- Ability to effectively prioritize and organize workload
- Ability to work under pressure and deal with short deadlines
- Strong communication skills
- Team work
- Quick but informed decision making (timely escalations)

If you are interested in pursuing a career in Philips please join the simplicity movement and send your CV in English to

Agnieszka.Dominowska@philips.com

We kindly inform you that we will contact only chosen candidates.

Please provide a clause: „Hereby I agree to process my personal data included in my application for requirements of the recruitment process (in accordance to Personal data Protection Act dated 29 August 1997; Official Journal no 133, item 883)“.