

Procurement Internship			Ad No:	INT 10/25	Rev #	1.1	 AquaBioTech Group
Prepared By:	KLN	Expected Start Date:		Q1 2026			
Approved By:	LCD	Last Revision Date:		14-Nov-25	H:\HRManagement\HR2022\Job Adverts 2022\ABTG-25-OCT- 22.docx		

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Internship Vacancy

Procurement Internship

Time needed: Three (3) to six (6) months.

Start dates: January 2026

AquaBioTech Group actively encourages students and post-graduates to undertake training sessions at our company, to gain valuable practical, applied, and hands-on experience. From this internship, the trainee will gain practical experience related to the techniques within logistics and procurement. During the internship, the trainee will also be involved in the routinely tasks with the process of finding and agreeing to terms, and acquiring goods, services, or works from external source. The intern will also gain insight regarding the processes and procedures led by ABTG.

Synopsis of position offered

The successful candidate will be working within the Procurement & Logistics Department of the company. The tasks and responsibilities assigned to the intern would include, but are not limited to:

- Following and enforcing the company's procurement and logistic policies and procedures.
- Reviewing, comparing, analysing, and approving products and services to be purchased.
- Create, send to supplier, and follow up of Request for Quotations and Purchase Orders
- Data administration in different data bases
- Handling deliveries and paperwork around the process
- Helping with inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations through professional communication
- Researching and evaluating prospective suppliers.
- Maintaining standard clean and neat storage locations
- Other duties as assigned by the company

Procurement			Ad No:	INT 10/25	Rev #	1.0	 AquaBioTech Group
Prepared By:	KLN	Expected Start Date:		Q2 2025			
Approved By:	LCD	Last Revision Date:		02-May-25		H:\HRManagement\HR2022\Job Adverts 2022\ABTG--25-OCT- 22.docx	

Required experience

- Bachelor's degree
- Fluent verbal and written in English
- Computer literate – MS Office
- Attention to details
- Good listener
- Organized
- Team player
- Able to lift 15 kgs

Qualifications Overview

The successful candidate is likely to have to have a clear interest in Logistics and Procurement, or other relevant fields. The selected candidate will have to speak and write English fluently. The selected candidate must have a clear EU passport with no travel restrictions or legal convictions.

Application Procedure

Further information about the **AquaBioTech Group** and the services we offer can be viewed at www.aquabt.com. Applicants must hold a valid EU passport. Applicants are required to submit a full Curriculum vitae in the **AquaBioTech Group** Europass or other CV's formats will be accepted.

Questions about the application should be directed to the HR Department on recruitment@aquabt.com