



## **Position Title: Supply Chain Intern**

---

### **About us:**

Axess Guyana Inc is the largest Engineering and Asset Integrity Management (AIM) company in Guyana. Since 2021, the entity has provided design, inspection, maintenance, certification, modification, engineering, and installation services of equipment on offshore and onshore installations. This encompasses cranes, lifting appliances, piping, structures, drilling and subsea equipment, and other related equipment, catering to all major energy and service companies.

### **Description:**

Assists with reviewing quotes from Procurement Requisitions to review materials requirements for validity and priority while ensuring Fixed Pricing Agreements with Suppliers are being used to maximize cost savings.

### **Responsibilities:**

- Assist with obtaining and reviewing quotes as per the relevant Company and Local Procedures
- Assist following-up promptly on clarifications and requests for information from Suppliers or the Project Managers
- Assist with reviewing all material and service requisitions (repair & return included) in terms of quantities, pricing, specs, proper coding, authorization limits, priority, urgency, etc.
- Assist with Vendor Management
- Assist with constantly reviewing and assessing the economics of local purchases against foreign purchases with consideration given to quality, certification, costs, and delivery times.
- Assist Account Payables with invoice discrepancies

### **Requirements:**

- Minimum 1 year's relevant experience with Supply Chain activities and procurement.
- Strong interpersonal skills for inter-departmental and customer interaction
- Excellent verbal and written communications skills
- Excellent computer skills with an advanced knowledge of Microsoft Excel, accounting and accounting Systems and financial concepts
- Must have completed Basic Secondary Education
- Preferable experience in Oil & Gas
- All applicants must be Guyanese nationals



## Position Title: Supply Chain Intern

---

Instructions to Apply:  
Send resume and cover letter to:  
[Pamela.binda@axessgroup.com](mailto:Pamela.binda@axessgroup.com)

With Subject Line: **Supply Chain  
Assistant/Intern**