

## SUPPLY CHAIN INTERN

Georgetown, Guyana

### About Us

We are Schlumberger, the leading provider of technology and services to the energy industry. Throughout much of the oil and gas lifecycle in over 120 countries; we design, develop, and deliver technology and services that transforms how work is done.

We define the boundaries of the industry by unleashing our talented people's energy. We're looking for innovators to join our diverse community of colleagues and develop new solutions and push the limits of what's possible. If you share our passion for discovery and want to find out what you could really do, then here is the place to do it.

### Job Summary:

The Supply Chain Intern is responsible for providing general administrative support to various groups in the Supply Chain organization. He/She reviews and analyzes catalog updates for accuracy, ensures data quality, and is accountable for the accuracy of information.

### Relationships:

Directly reports to the Supplier Leader.

### Responsibilities:

Candidate's duties may include the following:

- Provide administrative support to local procurement and sourcing activities.
- Provide clerical support associated with preparing and filing specific Supply Chain documents, reports, performance indicators and correspondence.
- Perform clerical duties associated with processing Supply Chain data, information and documentation.
- Perform clerical duties associated with creating, distributing, managing and closing purchase orders.
- Participate in Supply Chain-related audits.
- Identify opportunities and implement actions to continuously reduce wasted time, money and resources.
- Comply with Schlumberger and local procedures applicable to the job function.
- Other duties and special projects as assigned.

### Minimum Qualifications and Requirements:

- Bachelor's or Master's degree in Supply Chain Management
- 1-2 years of experience in Supply Chain is preferred
- Excellent verbal and written communication skills
- Must be detail-oriented and demonstrate excellent administrative and organizational skills.
- Intermediate proficiency in all Microsoft Office applications especially Word, Excel, PowerPoint, and Outlook.

### How to Apply

Send resume and cover letter to [gycareers@slb.com](mailto:gycareers@slb.com) with the subject line: **Supply Chain Intern – Your Name**. Resumes should also be saved with the applicant's first and last name. **The deadline for submission of application is October 9th, 2021.**

Schlumberger is an equal employment opportunity employer. Qualified applicants are considered without regard to race, color, religion, sex, national origin, age, disability, status as a protected veteran or other characteristics protected by law.