

## Procurement Trainee

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Company: Fortum Service Poland Sp. z o.o.

Location: Gdańsk

Category: office-and-administrative-support

## Procurement Trainee

Miejsce pracy: Gdańsk

### Your responsibilities

Gets training from qualified specialists in tools such as Basware P2P or SAP Ariba

Learns how the purchasing process looks like in a global company

Acquires hands on experience in internal customer support

Provides support to the team by documentation management, reporting,

Handles basic operational procurement tasks

### Our requirements

Student or graduate preferably studies related to Business or Supply Chain.

Very good command of the English language (minimum B2 level)

Polish, any Scandinavian language would an asset

Excellent communication skills

Customer-centric attitude

Ability to prioritize tasks and work under time pressure

Availability for a minimum of 1/2 full-time hours

## **What we offer**

Minimum 3-month paid internship - 4500 PLN gross for full-time hours

As a Procurement Trainee in the Back-office Services Team at Fortum you will get an opportunity to develop your skills in a professional, international and dynamic organization. We actively encourage development activities and job rotation across the company with open leadership as our guiding principle.

You will be a member of a team with experienced colleagues and work in close cooperation with Fortum divisions and functions and our main suppliers. You will report to Team Leader Procurement Back-office Services.

At Fortum, we are committed to building diverse teams where everyone feels included and is treated equally.

## **Benefits**

sharing the costs of sports activities

private medical care

sharing the costs of foreign language classes

sharing the costs of professional training & courses

life insurance

flexible working time

fruits

corporate library

no dress code

coffee / tea

extra social benefits

pre-paid cards

christmas gifts

You will be a part of the team of procurement purchasers and specialists handling purchasing transactions, supporting the Fortum employees and external suppliers.

### **Fortum Service Poland Sp. z o.o.**

Fortum is a Nordic energy company. Our purpose is to power a world where people, businesses and nature thrive together. We are one of the cleanest energy producers in Europe and our actions are guided by our ambitious environmental targets. We generate and deliver clean energy reliably and help industries to decarbonise their processes and grow. Our core operations in the Nordics comprise of efficient, CO2-free power generation as well as reliable supply of electricity and district heat to private and business customers. For our ~5 000 employees, we commit to be a safe, and inspiring workplace. Fortum's share is listed on Nasdaq Helsinki. [fortum.com](http://fortum.com)

Based on Article. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016. on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (commonly known as the GDPR), we would like to inform you that: The administrator of your personal data is Fortum Service Poland Sp. z o.o. with headquarters at Marynarki Polskiej 197 street, 80-868 Gdańsk, entered into the Register of Entrepreneurs of the National Court Register (KRS) under the number 0000912677, Tax identification number (NIP) 5833434050 Your personal data will be processed in order to carry out the recruitment process. You have the right to: access your data and the right to rectify it, the right to request deletion of data, processing restrictions, the right to transfer data, the right to object and the right to lodge a complaint with the competent supervisory authority regarding the protection of personal data: the President Personal Data Protection Office. Detailed information on the processing of your personal data can be found here:

<https://www.fortum.pl/polityka-prywatnosci-kandydaci-do-pracy> We encourage you to read the full information on the processing of personal data by the Administrator. If you have any questions or concerns related to this information, please contact us at the following e-mail address: [rodo@fortum.com](mailto:rodo@fortum.com) Please attach the following clause to your application: I consent to the processing by Fortum Service Poland Sp. z o.o. with headquarters at Marynarki

Polskiej 197 street, 80-868 Gdańsk, as the data administrator, of my personal data contained in this application in order to conduct the recruitment process for the position of Procurement Trainee. Please be advised that you have the right to withdraw your consent at any time without affecting the lawfulness of the processing which was carried out on the basis of consent before its withdrawal. We kindly inform you that we will contact directly only selected candidates.

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