



# Purchasing Operations Clerk Intern (f/m/d)

## Düsseldorf - Intern - 743999839738673

Apply Now:

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As our new Purchasing Operations Clerk Intern (f/m/d) at Ubisoft Düsseldorf, you will be responsible for acquiring goods and services for the studio with focus on reducing costs, bringing a high service level to internal customers and to control external risks. You will need to assure the quality of service and deal with purchases based on existing contracts. Furthermore, you will be a key position between internal customers and suppliers. This position will be a paid internship and is planned for a duration of 6 months.

### What you will do:

- Manage autonomously purchasing requests from internal teams, from the validation of the business need to the purchase order and the invoice clearing
- Establish close interactions with buyers and HQ procurement
- Establish close interactions with the inventory management
- Establish close interactions with the accounting department
- Maintain and develop a good relationship with clients and suppliers

### What you bring:

- University enrollment ideally in Business Administration or similar field
- Excellent interpersonal skills combined with very good oral and written communication skills
- A quick-learner, able to pick up new tools and systems fast
- Enthusiasm for on-going learning, development and sharing knowledge
- Excellent self-organization and self-motivation abilities
- Ability and desire to work as a team player
- Fluent German (spoken and written)
- Fluent English (spoken and written)
- Good knowledge of MS Office

### What to send our way:

- Your CV, highlighting your education, experience and skills
- A cover letter including your earliest starting date and why you would like to join us
- If you would like to complete a mandatory internship, we require your study regulations, in which the duration of your internship is defined

## Your benefits:

- Ubisoft Blue Byte Academy: We offer multiple opportunities for you to discover your full potential and develop yourself in various areas. Guest speakers from the industry, workshops and access to our training and development platform
- Discounted Games: Discount on employee game orders & free Ubisoft games on Ubisoft Connect
- Monthly Mobility Budget: 80€ per month that can be used on bicycle lease, parking spot rental or public transportation ticket
- Up To 350€ Childcare Support Per Child Per Month: In addition, we also offer 5 'care for ill children days' per child per year
- Self-study And Training Hours: You have access to our in-house library
- Gym Subsidy: We contribute 50% (up to a maximum amount of 25€) towards the monthly cost of a gym membership of your choice
- Flexible Working Hours: We have core working times between 10:00 AM - 04:00 PM and the distribution of the other hours is up to you
- 12 Days Paid Vacation: For the duration of your internship
- Corporate Benefits Web Portal: With employee discount programs for affiliated retailers, shops and service providers

We offer a highly motivating challenge for team players interested in showing personal initiative in an innovative and international company. If you are passionate about video games and would like to join an industry leader - please apply via our career portal.

For further information, please check <https://duesseldorf.ubisoft.com/en/>.