

INTERNSHIP PROGRAMME

PROCUREMENT INTERN

PowerCom hereby invites final year students requiring Work Integrated Learning with no prior work experience, for practical workplace exposure.

1. Purpose

The Procurement Intern will be responsible for supporting the day-to-day warehouse operations by assisting with receiving, storing, issuing, and recording inventory under supervision. The role provides practical exposure to warehouse processes, stock control, health and safety practices, and logistics systems while contributing to efficient, accurate, and compliant warehouse operations.

Key Responsibilities

- Receiving and inspection of stock
- Inventory storage, labelling, and organisation
- Issuing and dispatch of materials
- Stock control and system data capturing
- Stock counts and inventory verification
- Warehouse health, safety, and housekeeping
- Logistics and delivery support
- Warehouse administration and reporting
- Assist with daily operational procurement tasks and activities as required

Key Requirements

- Final year student pursuing a Degree in Supply Chain Management.
- Good organizational and multitasking abilities.
- Proficiency in MS Office applications.
- Strong written and verbal communication skills.

Interested candidates are required to submit the following documents:

- Comprehensive CV.
- Motivational cover letter.
- **Certified copies of full academic transcripts** (Failure to submit the full academic transcripts will disqualify your application).
- Apply through the Tara Nawa recruitment portal at www.jobopportunities.net, only applications received through this portal will be considered.

Closing Date: 20 FEBRUARY 2026 @ 17:00

NB: Only shortlisted candidates will be contacted.

NO LATE APPLICATIONS WILL BE CONSIDERED AND ACCEPTED.

