

Position Available Strategic Sourcing Intern – Rochester, NY

Utility Shared Services, an Energy East Company, is looking for a Strategic Sourcing Intern for its Rochester, NY location.

Description:

Internship is expected to begin June 4, 2007 and end August 24, 2007.

The summer college intern is to act as an integral resource in the completion and implementation of the Synergy Wave III contracts and to support Synergy Wave IV sourcing efforts. These projects are utilizing proven procurement methodology exposing the intern to data collection and analysis, supplier communications (ex. RFP, RFP reverse auction e-sourcing), negotiations, contract writing and implementation in a cross-functional team environment. These waves are comprised of 58 contracts in 6 categories for Wave III and 20 contracts in 7 categories for Wave IV.

This position would act as a resource on the teams within both Waves by doing data collection and evaluation, vendor communications and contract follow-up. This intern would sit in weekly meetings with management to review progress and develop strategy.

Requirements:

- Must have a cumulative GPA of 3.0 or above

Skills/Abilities:

- Must have excellent written and oral communication skills
- Must be self-starting and able to work independently
- Must have good organizational skills
- Must be able to work effectively with various groups and constituencies
- Must be proficient with Microsoft Office products, e.g. Word, Excel, PowerPoint, Access

Experience/Training:

- Prior work experience in related fields is beneficial

Required Education:

- Must be Undergraduate student or Graduate student with a cumulative GPA of 3.0 or above
- Must have completed at least 2 semesters of college education at an accredited college or university and be enrolled for full-time continued education in the fall

To Apply:

- Please visit <http://energyeast.hiringadmin.com>

Utility Shared Services Corporation is an equal opportunity employer and encourages women, minorities, people with disabilities and Vietnam-era veterans to apply.

The Company obtains a background check and requires drug testing for all applicants who are offered employment in this position.

Position Available

Material Management Intern – Rochester, NY

Utility Shared Services, an Energy East Company, is looking for a Material Management Intern for its Rochester, NY location.

Description:

Internship is expected to begin June 4, 2007 and end August 24, 2007.

The project for a Material Management summer intern includes verifying, updating and expanding the current database of SAP InfoRecords and OEM records for all OpCos.

SAP InfoRecords serve as the primary source of information for Supply Chain Purchasing and Planning by providing information pertaining to the approved suppliers for each material. These records also contain the supplier's current price which is needed to maintain Sarbanes Oxley Compliance when calculating our moving average price for each item.

SAP OEM records contain the primary source of information regarding the original equipment manufacturer for specific materials for CMP. This information is vital to the business as it ensures that the approved material is purchased.

The SAP InfoRecords and OEM records need to be reviewed for accuracy and completeness. These records have not been maintained on a regular basis since the implementation of SAP and therefore will be a significant undertaking. In addition to the accuracy review, the OEM database needs to be expanded to additional OpCos beyond CMP to ensure consistency.

This project would require exposure with multiple layers of the organization including: OpCo Standards teams, SC Material Planners, SC Material Buyers, OpCo Engineers and Field Planners to ensure the projects success.

Requirements:

- Must have a cumulative GPA of 3.0 or above

Skills/Abilities:

- Must have excellent written and oral communication skills
- Must be self-starting and able to work independently
- Must have good organizational skills
- Must be able to work effectively with various groups and constituencies
- Must be proficient with Microsoft Office products, e.g. Word, Excel, PowerPoint, Access

Experience/Training:

- Prior work experience in related fields is beneficial

Required Education:

- Must be Undergraduate student or Graduate student with a cumulative GPA of 3.0 or above
- Must have completed at least 2 semesters of college education at an accredited college or university and be enrolled for full-time continued education in the fall

To Apply:

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