

Position Available
Supply Chain College Intern – Rochester, NY

Utility Shared Services, an Energy East Company, is looking for a Supply Chain College Intern for its Rochester, New York location.

Description:

Internship is expected to begin June 5, 2006 and end August 11th, 2006.

Internship is expected to act as an integral resource in the completion of Synergy Wave II contracts and prepare for the start of Synergy Wave III 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 34 contracts in 4 categories for Wave II and 45 contracts again in 4 categories for Wave III. Internship would act as a resource on these teams. Intern is expected to be doing data collection and evaluation, vendor communications and contract follow-up. 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
- Must be majoring in either a business-related major or technology-related major such as accounting, business administration/management, economics, engineering, finance, human resources, information technology, mathematics, supply chain management or other related field

Skills/Abilities:

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

Experience/Training:

- Prior Information Technology work experience preferred

Required Education:

- Must have completed at least two semesters of college education at an accredited college or university
- Must be enrolled for full-time continued education for the fall of 2006

To Apply:

- Visit <http://energyeast.hiringadmin.com> and enter job # 227.

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