

# Unitrans Admin Internships 2024 /2025

**Internship Application** Closing Date: 25 November 2024

**Internship Location:** Cape Town, Western Cape, South Africa

Are you ready to kickstart your career in Procurement and join an innovative, forward-thinking corporate team? **Unitrans**, a leader in transportation, warehousing, and supply chain services, is excited to offer a **12-month internship opportunity in Procurement**. This internship offers you the chance to immerse yourself in the world of procurement and gain hands-on experience within a collaborative and dynamic corporate environment.

## About Unitrans Procurement Internship

As part of the **Procurement Division**, you will play a crucial role in driving operational excellence, achieving cost savings, and managing supplier relationships. Throughout the program, you'll work closely with experienced professionals who are committed to helping you build the foundational skills needed for a successful career in **Procurement**.

This internship is not only a learning opportunity but a chance to contribute to the success of Unitrans by supporting sourcing initiatives and improving procurement strategies.

## Internship Key Responsibilities

As a Procurement Intern, your role will involve a variety of key tasks:

- **Supplier Research:** Conduct research on suppliers, prepare **Request for Quotations (RFQs)**, and analyze pricing and contract terms to support sourcing activities.
- **Spend Analysis & Market Research:** Assist with **spend analysis** and market research to identify cost-saving opportunities and increase supplier value.
- **Supplier Relationship Management:** Participate in supplier management and help build sustainable procurement practices.
- **Data Analysis & Reporting:** Provide analysis and reporting support for procurement activities, ensuring accurate and timely documentation.
- **Project-Based Learning:** Engage in projects and receive guidance from mentors and coaches to deepen your understanding of procurement's strategic role within Unitrans.

## Minimum Requirements

To apply for the **Unitrans Procurement Internship**, candidates must meet the following criteria:

- **South African Citizen:** Only South African citizens are eligible.
- **Relevant Qualification:** A relevant tertiary qualification at **NQF Level 6** or higher from an accredited institution, ideally in fields like **Procurement, Project Management, Supply Chain Management, Transport and Logistics, Operations Management, Accounting, or Finance.**
- **Academic Performance:** A minimum average grade of **65%** or higher in your studies.
- **Willingness to Relocate or Travel:** Willingness to relocate and/or travel within South Africa as required by the internship.
- **Strong Communication Skills:** Excellent communication, presentation, and coordination skills.
- **Computer Literacy:** General administrative and computer skills.
- **Driver's License & Transport:** A **driver's license** and own transport will be an advantage.

## Key Attributes We Are Looking For

We are looking for motivated and proactive candidates who:

- Have **strong analytical and problem-solving skills**, especially in **data analysis and reporting.**
- Are able to **manage multiple tasks**, stay organized, and prioritize efficiently.
- Are comfortable working both **independently** and as part of a team, with a **curious** approach to learning.
- Show **integrity** and professionalism, especially when handling sensitive data and during supplier negotiations.
- Have a **positive attitude** and enthusiasm for learning in a fast-paced, constantly evolving procurement environment.
- Are **willing to adapt** in a dynamic environment and contribute to various aspects of the procurement process.

## Why Apply for the Unitrans Procurement Internship?

- **Practical Experience:** Gain real-world experience in procurement within an industry leader.
- **Skill Development:** Develop valuable skills and knowledge that will be crucial for your future career.
- **Mentorship:** Work alongside professionals who are committed to your success and growth.
- **Career Advancement:** A chance to potentially transition into a full-time role after the internship period.

## How to Apply

[Click here to apply online for Unitrans Admin Internships 2024 / 2025](#)