



**INTERNSHIP OPPORTUNITY**  
**Department: Contracts & Procurement**  
**Position: Summer Intern**

**Project: Morava Corridor Motorway Project**  
**Company: Bechtel ENKA UK Limited Ogranak Beograd (BEJV)**

## SUMMARY

The Contracts & Procurement Department encompasses subcontract / purchase order formation, administration, and closeout, warehouse and materials management, and transport and logistics for the Morava Corridor Motorway Project.

The Contracts & Procurement Intern shall be responsible for gathering and compiling data essential for the formation and administration of subcontracts and/or purchase orders. Assisting with implementation of administration procedures and coordinates or monitors the completion of administrative tasks for subcontracts and purchase orders. Also monitoring areas of supplier / subcontractor performance as assigned. Conducts investigations and inquiries into specific issues and may provide assistance in claims research. May communicate with suppliers, subcontractors and personnel within BEJV to establish a clear definition of requirements, and to assure performance to subcontract / purchase order terms and conditions. Intern shall be using BEJV's Global Procurement System (EGPS).

## JOB DIMENSIONS

### A. Supervision Received

- Reports to and receives operational direction from the Subcontract Administrators, Subcontract Manager, Buyers, Procurement Engineer, Procurement Manager, or others depending on tasks assigned.

### B. Supervision Exercised

- None

### C. Contacts

- Maintains working relationships with project Subcontract and Procurement personnel and project Budget Line Item Owners (BLIOs) in order to perform assigned duties.
- Maintains working relationships with those bidders and suppliers / subcontractors involved with the performance of assigned tasks.

### D. Location

- BEJV's office in Kruševac (Jasički put 52đ); may require minor travelling.

## ESSENTIAL JOB DUTIES

- Gather and compile support data for the preparation of documents and the administration of subcontracts / purchase orders.
- Assist Subcontracts and Procurement Team in completion of the various administrative tasks required for the management of project subcontracts / purchase orders.
- Monitor areas of supplier / subcontract performance, as assigned.
- Conduct investigations and inquiries into specific issues, as assigned.
- Organize materials for the preparation of meetings, presentations, and training sessions.
- Assist in the preparation of periodic status reports.

## JOB KNOWLEDGE

Intermediate to advanced knowledge of the English language, both written and spoken required.

Knowledge of business administration procedures, techniques, and business ethics. Reasonably skilled in oral and written communication. Administrative and organizational skills.

Basic knowledge of contract types, terms is desirable.



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**OTHER**

Receives frequent direction from supervisor(s) and typically supports one or more (Subcontract Administrator and/or Buyers with routine duties and closeout.