



BP – a different perspective on commitment

A workplace focused on you, providing stability and partnership, remote working options alongside a variety of learning journeys to build your career. A company valuing excellence, integrity, diversity and energy. Explore your potential with us and join team BP today as

Procurement Intern – Szeged – 6 months

Our business is the exploration, production, refining, trading and distribution of energy. This is what we do, and we do it on a truly global scale. BP operates with business activities and customers in more than 80 countries across six continents. Every day, we serve millions of customers around the world. We are continually looking for talented, committed and ambitious people to help us shape the face of energy for the future. Global Business Services (GBS) is BP's shared services organisation. GBS add value by standardising and modernising business activities, whilst maintaining a robust control environment and driving operational excellence.

Apply for our internship program starting at the end of January 2018. To join us, you should have an active student status for the next semester and the willingness to learn about and contribute to our operation – to move BP's business forward. We ensure flexible working hours, and only expect you to invest 25 hours of your time weekly. We provide the environment for you to develop yourself, all you need to do is to apply and unleash your potential with BP.

If you join our team, you will have the following responsibilities:

- Supporting vendor query resolution in the workflow system
- Checking and cleaning up open items on vendor accounts
- Handling dunning letters arriving from the suppliers
- Review and confirmation of the Supplier Statements
- Invoice hard copy and other financial document handling. Scanning and archiving according to the financial audit requirements

In a Procurement Intern role we have the following requirements:

- Active student status – full-time student
- Recognised professional qualification or in progress studies in Finance, Business Administration or similar field
- Business language and Interpersonal skills with particular focus on client responsiveness
- Basic level knowledge in MS office

If you are interested in this position, learn more on: bp.com/careers/hu

Application deadline: **30th November**