



FANUC

Did you ever wonder how your phone was made? Or what made the parts and assembled the car you drive? There is a high probability that FANUC was involved!

FANUC is the world leading provider of factory automation. Our machine range includes a number of Robots, Cutting, Drilling, and Injection molding machines, Laser, motors and control systems used in automation.

FANUC Europe Corporation is the European Headquarter in Luxembourg. Our 200+ employees provide a full range of services to our 20+ European subsidiaries. This includes European Sales and Service, Technical Support, Supply Chain, Parts and Repairs, as well as Marketing, Human Resources, IT, Compliance, Legal and Administrative Support.

With over 20 different nationalities represented in our HQ, we look forward to having more ambitious, team spirited people joining us, who like to work independently and speak their mind, seeking to continuously improve and maintain our healthy, professional and friendly workplace.

Intern in European Procurement

Duration: flexible, but preferably 6 months preferably full-time, but part-time are possible depending on student need

Location: Echternach, Luxembourg

Start: As soon as possible

Join our international European Procurement team of 4 people and expand your work experience! Our European procurement department is responsible for finding, validating of and maintaining suppliers, as well as frame contracts on a European level.

Your tasks will include:

- Managing Supplier Information and details (keeping the database up to date)
- Supplier Performance Management
- Managing the contracts and NDA database
- Review the current approval process of locally produced parts and create a wiki page for European subsidiaries
- Supporting saving tracking and creating price comparisons
- Review and ensure that ISO 9001 procedures are followed

Your profile:

- Studying towards University degree in Business, Engineering, Purchasing or similar
- Understanding of purchasing related & quality related Key Performance Indicators
- Ability to analyse data and reports in order to determine acceptable results and recommendations
- Previous experience or knowledge of ISO standards considered an advantage
- Team player and motivated to work in an agile work environment
- Well-structured and organized work habits
- Fluency in English is mandatory, other languages are considered as an asset
- Excellent verbal and written communication skills and intercultural competence
- Good knowledge of MS Office, especially MS Excel; knowledge of Access, Visio or MS PowerPoint recommended

Please submit a cover letter together with your CV in English, outlining your interest in this internship, when you would be available to start and potential requirements from your university.

To apply, please submit your application in English via our [website](#).

Driving license and car is a personal advantage for ease of travel, as FANUC is located in an industrial zone with limited public transport, but not required for the job.