



Supply Chain Internship

Target Majors:	Engineering, Business, IT majors
Intern Assignment:	Supply Chain
Hiring Manager:	Ellen Lux
Job Address:	Tewksbury,, MA
Is Location MBTA Accessible?	No – a car is needed
Hours Per Week:	(16-30 hrs/wk)
Preferred Days of Week:	To Be Determined
Work Hours:	8:00am – 5:00pm (can be flexible, but schedule must be consistent from week to week)
Pay Rate and Travel Stipend:	\$15.00 / Hr +Travel Stipend

Company Overview:

Raytheon Company is a technology and innovation leader specializing in defense, security and civil markets throughout the world. With a history of innovation spanning 92 years, Raytheon provides state-of-the-art electronics, mission systems integration and other capabilities in the areas of sensing; effects; and command, control, communications and intelligence systems; as well as a broad range of mission support services.

Department Overview:

The Corporate Supply Chain Operations team is responsible for managing the Enterprise Sourcing activities for Raytheon Company and supporting and enhancing the tools for Enterprise Supply Chain function. This includes managing key supplier relationships and administering Company-wide agreements for both direct and indirect material through the use of Enterprise tools and applications.

Job Description:

Provide part time support to the Corporate Supply Chain Commodity Managers for the input of company-wide agreements and data into various Enterprise Supply Chain Systems. Activities include preparing and organizing summary of award documentation, cost benefit analyses and inputting agreements into the contract management system for company-wide access. Additional activities include supporting Conflict Minerals and Global Substance programs with supplier survey documentation, including organizing and logging supplier responses, risk analysis, and follow-up tracking,

Required Skills:

- Proficiency in the use of Microsoft Office Suite, Lotus Notes and various database systems (training to be provided on specific Supply Chain tools)
- Excellent oral and written communication skills
- Ability to perform detailed work with speed and accuracy

Desired Qualifications:

- Interest in supply chain, procurement or a related field
- Strong analytical skills with the ability to synthesize detailed information and make recommendations

- Strong data analytics capabilities
- U.S. Citizenship required.