



Internship Position: Intern, Procurement and Strategic Sourcing

Organization Name: Vertex Pharmaceuticals

Academic Majors: Business Management, Accounting, Engineering, IT

T-Accessible: Yes – South Station & Vertex Shuttle

Address: 50 Northern Avenue, Boston MA 02210

Hours/ Days: TBD

Compensation: \$15.00/hr. + travel stipend

Organization Overview (mission, service areas, size, culture):

Vertex is a global biotechnology company that aims to discover, develop and commercialize innovative new medicines so people with serious diseases can lead better lives. Founded in 1989 in Cambridge, MA, Vertex today has research and development sites and commercial offices around the world in the United States, Canada, Europe and Australia

Internship Position Summary (please include any training provided):

The Procurement and Strategic Sourcing team strives to deliver value, improve financial performance and drive returns for the business in the procurement of goods and services through proactive analysis and understanding of Total Cost of Ownership (TCO), strategic engagement with our internal business partners and external suppliers and by educating the organization in Procurement and Sourcing best practices.

The Procurement and Strategic Sourcing Intern will assist with the day-to-day management of services including administrative support, process mapping, building OBI spend/key metric reports and managing other projects as needed. Since the team is small you will have the opportunity to contribute to a wide range of tasks.

Job Responsibilities (regular duties and special projects):

- Create and analyze OBI spend and key metric reports
- Resolve invoice issues, monitor invoice on hold reports
- Develop process mapping for key P2P processes
- Strategic Sourcing and/or Procurement project support

Qualifications (attitude, skills, abilities, knowledge, experience needed):

- Completing a transfer program
- Demonstrates technical competence to grasp new concepts and applications quickly
- Proficient within Microsoft Office (Excel, Word, PowerPoint)

- Strong oral and written communication skills
- Driven and motivated individual who is eager to learn