

INTERN JOB DESCRIPTION

Position	Procurement Qualification Intern
Report to	CEG Leader Engineering Procurement Leader
Job Description	
<p>1. Organize Skill Certification Training Program with NTD department:</p> <ul style="list-style-type: none">1.1.1. Plan the training schedule and coordinate with supplier and technical leaders of each product line.1.1.2. Record the list of attendees and provide the information to trainer.1.1.3. Plan the examination schedule with trainer and send to supplier the final results.1.1.4. Register the information of resources that pass Huawei examination in IResource system.	
<p>2. Control project PPT cycle and monitor weekly KPIs.</p> <ul style="list-style-type: none">2.1. Review weekly the PO acceptance per project in IBuy and ISDP system.2.2. Send reports to Huawei partners of the POs pending to be accepted and the status of each line.2.3. Communicate with PD, PM and technical team to perform approvals in IBuy and ISDP according to the SLA of 48 hours.2.4. Prepare weekly reports for PM and PPM to review status per project.	
<p>3. TQC Support for collecting supplier information.</p> <ul style="list-style-type: none">3.1. Collect supplier information for: SPM, Re- Audits, cybersecurity self-check, HIA self-checks, etc.	
<p>4. Document management in UDOC system.</p> <ul style="list-style-type: none">4.1. Collect physical contract copies and review signatures and dates.4.2. File the digital copy in UDOC system in the different procurement modules according to the contract.4.3. Maintain the physical archive based in the digital database.	

5. Update resource tracking for consulting service reports.
 - 5.1. Manage entry and leaves.
 - 5.2. Review with supplier of new entries to perform contract addendums.
 - 5.3. Monitor PO acceptance and invoicing.

**PROCUREMENT DEPARTMENT OFFICE
HUAWEI TECHNOLOGIES CO. LTD.**