



# Purchasing Operations Clerk (Einkäufer/in) - Internship (f/m/d)

**Düsseldorf - Intern - 743999756696649**

Apply Now:

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The Intern Purchasing Operations Clerk is responsible for acquiring goods and services for the studio with a focus on reducing costs, bringing a high service level to internal customers, and controlling external risks. You will need to assure the quality of service and deal with purchases based on existing contracts. Furthermore, you will be a key role between internal customers and suppliers.

Responsibilities:

- Manage autonomously purchasing requests from internal teams, from the validation of the business need to the purchase order and the invoice clearing
  - Establish close interactions with buyers and HQ procurement
  - Establish close interactions with the inventory management
  - Establish close interactions with the accounting department
  - Maintains and develops a good relationship with clients and suppliers
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- University enrollment ideally in Business Administration or similar field
  - Excellent interpersonal skills combined with very good oral and written communication skills
  - A quick learner, able to pick up new tools and systems fast
  - Enthusiasm for on-going learning, development and sharing knowledge
  - Excellent self-organization and self-motivation abilities
  - Ability and desire to work as a team player
  - Fluent German (spoken and written)
  - Fluent English (spoken and written)
  - Good knowledge of MS Office
  - Duration of the Internship: 6 months

Your Benefits

- 24 days paid vacation per year. Additionally, you will get half a day off on Christmas Eve and New Year's Eve and approximately 11 bank holidays in the NRW region.
- Flexible Working Hours: We have core working times between 10:00 AM – 04:00 PM and the distribution of the other hours is up to you.

- Up to 350€ childcare support per child per month. In addition, we also offer 5 'care for ill children days' per child per year.
- Discounted Games. We regularly order Ubisoft Games for super cheap prices for our employees.
- Gym Subsidy. We contribute 50% (up to a maximum amount of 25€) towards the monthly cost of a gym membership of your choice.
- Lunch & Breakfast Service. Enjoy fresh discounted meals each day.
- Monthly Mobility Budget. 80€ per month that can be used on bicycle lease, parking spot rental or public transportation ticket.
- Our Ubisoft Blue Byte Academy offers multiple opportunities for you to discover your full potential and develop yourself in various areas.
- Free fresh Fruit, Coffee, Tea and Water. Enjoy fresh fruit and beverages in our office.

We offer a highly interesting challenge for a team player including the possibility to show personal initiative. If you are passionate about video games and would like to work with like-minded professionals in an international team, please apply via our career portal.

The application must include your resume, and a cover letter detailing your earliest starting date, motivation.

For further information please check [www.bluebyte.de](http://www.bluebyte.de) and [www.ubisoft.com](http://www.ubisoft.com).

[Ubisoft Blue Byte GmbH](#)

[Studio Düsseldorf](#)

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Geschäftsführer: Yves Guillemot

Sitz der Gesellschaft: Düsseldorf

Amtsgericht Düsseldorf HRB Nr. 51772