



Buyer Intern

POST: External

DIVISION: Finance & Administration

DEPARTMENT: Purchasing and Warehousing

MAXIMUM # OF OPENINGS: 1

JOB TITLE: Buyer Intern

RATE: \$17.00/hour, 40 hours/week

GENERAL SUMMARY OF DUTIES:

Responsible for performing professional procurement services exercising extensive independent judgment. May be responsible for various aspects of material management including inventory management and investment recovery.

ESSENTIAL FUNCTIONS:

- Develops and manages strategic supplier relationships and performance
- Develops and maintains positive working relationships with internal customers, suppliers, peers and Mentor.
- Performs research, collects and analyzes data, prepares cost benefit analyses
- Ensures legal and ethical contracting activities
- Performs other departmental tasks as assigned.
- Required to follow BWL Safety Manual and wear required personal protective equipment.
- Attends training for safety awareness or skills improvement as required by supervisor, BWL, or governmental agency such as MIOSHA.

JOB SPECIFICATIONS: KNOWLEDGE SKILLS ABILITIES

Must be Junior or Senior level pursuing a degree in Supply Chain Management or related field. Experience with SAP or other Enterprise Resource Planning Systems; experience with public or governmental procurement practices. Experience with commodities associated with utility distribution, production, or construction preferred. Must have knowledge of Microsoft Word and Excel. Must have proficient verbal and written communication skills. Must have valid driver's license with acceptable driving record.

PHYSICAL REQUIREMENTS:

Must be able to remain in a stationary position 50% of the time. Good vision required to read and interpret documents. Ability to effectively communicate orally and in writing. Ability to enter and retrieve data from computerized, typed and written sources.

WORKING CONDITIONS:

Normal office environment and field work with possible exposure to varying temperatures, dust, and noise.

TO APPLY:

Email resume, cover letter and application to bwjobs@lbwl.com, with **Buyer Intern** in the subject line, or mail to: BWL, Attn: Human Resources, PO Box 13007, Lansing, MI 48901. **Applications must be received by Friday, January 26, 2018.**

The Board of Water and Light serves Lansing, Michigan, and surrounding areas with electricity, water, and steam. In December 2017, BWL announced it will build a new, cleaner and efficient \$500 million natural gas-fired power plant to complement its investment in renewable energy projects and its energy efficiency programs.

BWL is also expanding and modernizing its electric transmission system, with substations, smart grid investment and new transmission line. This includes major upgrades to technology, such as converting to smart meters, and new customer information system. For more about the BWL see: <http://www.lbwl.com>.

THE BOARD OF WATER AND LIGHT IS AN EQUAL OPPORTUNITY EMPLOYER.