

Dear students (last year Logistics students),

Noble Supply and Logistics is looking for an **Intern**. We will be able to hold the interviews any time starting from 19th - 24th January 2019 (except 21st of January).

Noble Supply & Logistics is a global provider of supply, procurement, and logistics solutions to the U.S. Military, Federal, State, and local Governments. Our global footprint includes operations, distribution centers, and consolidation points throughout the U.S., Middle East, Africa, Europe, Asia, and the Pacific. Committed to quick and efficient responses with the right products and services, we offer multiple GWAC contracts, easy purchasing of supplies and logistics services, and a dedicated team that helps our customers get their jobs done.

The Intern will process orders that come across multiple Government online platforms, which includes the buying and sourcing of Building Materials, Hardware, Tools, HVAC, Electrical Supplies, Office Supplies among many other items to support the United States Military and Federal Agencies across the globe.

The ideal candidates are intelligent, committed, positive, and enjoy working as part of a team. We are looking for those that embody our values of integrity, hard work, and accountability, balanced with a sense of humor.

Principle Duties and Responsibilities include:

- Source materials in the US and in the assigned Area of Responsibility
- Contact vendors, confirm pricing/availability, place orders
- Communicate order confirmation/status with customers
- Follow up with suppliers on the status of orders
- Arrange transportation, expedite deliveries as necessary
- Work with logistics on stocking items when needed
- Communicate vendor updates with appropriate departments

Qualifications:

- English (advanced)
- Logistics/ Purchasing/ Supply Chain Management education and/or experience
- Effective communicator, comfortable interacting with customers and internal partners in a professional manner in person, via the phone and email

Location: Almaty, Kazakhstan

Work hours: 10.00 to 19.00, Mon-Fri

To join its team in Almaty, Kazakhstan. Please submit your CVs to Ms. Leila Tyulebayeva (ltyulebayeva@noble.com) and Ms. Karina Ibragimova (kibragimova@noble.com) with the following subject line: "Intern KZ // CV. NAME" as well as the cover letter mentioning the preferable time for the interview starting from 19th - 24th January 2019 (except 21st of January).