



Contracts, Procurement, and Supplier Diversity Co-op (Spring 2022)

Battelle delivers when others can't. We conduct research and development, manage national laboratories, design and manufacture products and deliver critical services for our clients—whether they are a multi-national corporation, a small start-up or a government agency.

We recognize and appreciate the value and contributions of individuals with diverse backgrounds and experiences and welcome all qualified individuals to apply.

We are currently seeking a **Contracts, Procurement, and Supplier Diversity Co-op for Spring Semester 2021**. This position is located in **Columbus, Ohio**.

JOB SUMMARY

The Contracts, Procurement and Supplier Diversity Summer Intern will work throughout the CPSD to obtain hands on experience throughout the federal acquisition process. Tasks may include issuing Subcontracts for services and materials of low to moderate agreement complexity and risk to the business unit, conducting data analytics of contract portfolio data, trend analysis, processing contract modifications, contract negotiation preparation, analysis of key contract clauses, dissemination of contract details throughout the enterprise. Work typically consists of repetitive functions. Gain knowledge of established procurement/contracting policies and procedures, and government laws and regulations. Assists with compliance documentation and policies.

MAJOR RESPONSIBILITIES:

- Issues/Reviews RFP/RFQ's and obtains/provides proposals/quotes for standard products and services in support of new business proposals and on-going projects. Seeks and promotes competition in the acquisition of goods and services.
- Reviews and evaluates vendor proposals/quotes to ensure fair and reasonable prices and compliance with the requirements of the procurement. Assists in the review of higher complex solicitations and helps prepares routine responses for proposals, bids, and subcontract modifications.
- Supports negotiation of agreements of low to moderate complexity, as required to mitigate risks and optimize profitability. Proposes solutions to problems encountered in negotiations and assists in solving problems that may arise.
- Reviews requisitions for accuracy and completeness. Prepares, organizes and maintains procurement records and file documentation in an audit ready condition. Identifies basic compliance problems and provides recommended solutions for the approval of higher-level staff/management.
- Recommends sources of supply to users/technical staff utilizing market knowledge, experience, special purchasing resource files, etc. and makes recommendations for vendor/order selection and order placement.
- Under the direction of senior contracts/procurement staff, analyzes procurement/contract requirements, special provisions, terms and conditions, and contract flow downs to ensure compliance with appropriate laws, regulations, and Battelle policies.
- Assists senior procurement/contracts staff in working with internal and/or external business teams on issues and developments relative to assigned procurements/contracts.



- Assist with administering compliance reviews, mock audits, and other regulatory and operational compliance reviews.
- Maintain compliance documentation and policies.
- Serve as systems administrator for various compliance tracking and training systems; be Battelle's relationship leader to various compliance vendors.

THE FOLLOWING IS REQUIRED:

- Must be currently pursuing a bachelor's or master's degree in Business, Supply Chain, or related field
- Must be a sophomore standing or higher
- Minimum 3.0 GPA or above
- Applicants for this position must be a U.S. Person, as defined by U.S. export control

LEGAL DISCLAIMER

The above statements are intended to describe the nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, activities and skills required of staff members. No statement herein is intended to imply any authorities to commit Battelle unless special written permission is granted by Battelle's Legal Department.

As a condition of employment, Battelle will inquire about COVID vaccination status, and in the event that vaccinations are mandated at a work location (including client site and Battelle sites) we expect all candidates to comply with these required safety protocols.

Battelle is an affirmative action and equal opportunity employer. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact recruiting@battelle.org.

BENEFITS

Battelle is an Affirmative Action/Equal Opportunity Employer and supports diversity in the workplace. Applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), national origin, sexual orientation, gender identity or expression, marital status, age, genetic information, disability, veteran-status, or any other characteristic protected under applicable Federal, state, or local law. For more information about our other openings, please visit www.battelle.org/careers