

Procurement Intern

Division/Unit: Administration/Finance/Procurement Unit	OEM Employee to Supervise Project: Erika Yan, Deputy Agency Chief Contracting Officer
How many interns: <p style="text-align: center;">1</p>	Education Level: Undergraduate/Graduate
Background on Project: <p>Established in 1996, the New York City Office of Emergency Management (OEM) plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and collects and disseminates emergency information.</p> <p>To assist in accomplishing this mission, the Administration and Finance unit is comprised of four main components: Administration, Procurement, Grants/Finance Operations, and Human Resources. These units who together to provide administrative and financial support to the agency.</p> <p>The goal of the Procurement Unit is to secure all goods and services needed by the agency. This involves working with program units on developing specifications, drafting solicitation documents, researching existing City, State and federal contracts and working with oversight agencies to complete all required documents.</p>	
Description of Project/ Intern Responsibilities: <p>The procurement intern will be given a thorough overview of the process for purchasing goods and services using both City and grant funding. The intern will also become familiar with the City's Procurement Policy Board (PPB) rules and all applicable laws, policies and procedures.</p> <p>The intern will assist the Procurement Unit in administrative functions such as:</p> <ul style="list-style-type: none"> • Corresponding with vendors, obtaining price quotes, and requesting completion of procurement related forms. • Acting as a liaison between the program units and Administration/Finance Unit. • Inputting data into the City's Financial Management System (FMS). • Compiling Public Hearing Packages in accordance with the Procurement Policy Board (PPB) rules. • Developing and maintaining spreadsheets. • General administrative work • Completion of other projects as needed. <p>The intern would be expected to work at least three days per week.</p>	
Requirements/special skills needed: <ul style="list-style-type: none"> • Knowledge of Microsoft Office (preferably Microsoft Excel). • Excellent written and communications skills • Interest in purchasing, contract management and/or procurement. 	