

Caucasus International University Material Assurance Service is pleased to announce submission of documents for the position of unpaid intern.

Main duties and responsibilities:

- Finding technical means, conforming data with relevant structures, starting procurement procedures, receiving products, transferring them to a person responsible for equipment;
- Collection, processing information about the need for stationery inventory, procurement and delivery;
- Selecting/ordering inventory, agreeing design with appropriate structures, providing procurement procedures, receiving, transferring them to a person responsible for inventory.

Main Qualification Requirements:

- Caucasus International University student;
- Fluent in official state language;
- Good command of MS Office programs.

Working hours: To be agreed

Number of vacancies: 2

Duration of the internship – 2 months – From May 1, 2019 to July 1, 2019.

Competition stages:

- Shortlisting candidates, evaluating CV and a cover letter;
- Interview.

If interested, send your CV and a cover letter to the following email: ciu_stajireba@ciu.edu.ge. Please, indicate: Material Assurance Service in the subject line of the email.

The deadline for submitting application documents is April 18, 2019, 18:00.