



DIRECTORATE OF INDUSTRIAL LIAISON

NED University of Engineering & Technology

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'SAY NO TO CORRUPTION'



18-09-2026

SGS is looking for Procurement interns for Karachi and Lahore.

Company: SGS Pakistan

Location: Karachi & Lahore

Duration: 6-8 weeks

SGS Pakistan is seeking detail-oriented Procurement Interns to assist the team with core sourcing activities. In this role, you will gain hands-on experience in vendor management, market sourcing, and data analysis to help optimize our procurement operations.

Key Responsibilities:

- **Tendering:** Assist in preparing, issuing, and tracking tender documents and timelines for upcoming procurement projects.
- **Request for Quotation (RFQ):** Coordinate with vendors to draft, distribute, and collect RFQ responses, ensuring compliance with specifications and submission deadlines.
- **Comparative Analysis:** Analyze vendor proposals and market rates by building comprehensive comparative evaluation matrices (price, terms, lead times, and technical specs) to support purchasing decisions.
- **Vendor & Database Support:** Maintain clean supplier records, follow up on pending quotations, and log bid updates into the procurement system.

Qualifications & Requirements:

- Currently pursuing or recently graduated with a degree in Supply Chain Management, Business Administration, Economics, or a related field.
- Strong proficiency in Microsoft Excel (data sorting, formulas, VLOOKUP) and clear written communication skills.
- Strong analytical mindset with keen attention to detail.
- Ability to multitask, manage deadlines, and handle confidential vendor information professionally.

Interested candidates can share their CVs at hr.pk@sgs.com with subject line **"Procurement Internship - Location (Karachi or Lahore)"**



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