

MSD Animal Health – Asia, Pacific and Southern Africa (APSA)



Role Description – Procurement Intern

Role Summary:

The Animal Health Procurement Intern (Indirect) supports sourcing, supplier management, and purchasing activities for indirect categories (logistics, IT, marketing, logistics, professional services, vet devices, site services, R&D) supporting animal health. The role focuses on markets across ANZ, Asia, and Southern Africa, partnering with regional stakeholders to ensure timely, cost-effective, and compliant acquisition of goods and services that enable commercial, R&D, and operations teams. You will assist with data analysis, RFX processes, PR management, supplier onboarding, and spend optimization initiatives, while learning the unique regulatory and market dynamics of the animal health industry.

Key Responsibilities:

- Regional Indirect Sourcing and RFX Support
 - Help draft, distribute, and manage RFIs/RFPs/RFQs for indirect categories; consolidate supplier responses and support bid evaluations across ANZ, Asia, and Southern Africa.
 - Conduct market research and benchmarking on regional suppliers, pricing, lead times, and category trends relevant to animal health operations.
- Supplier Management
 - Assist with supplier due diligence and onboarding (including documentation relevant to animal health standards), and maintain accurate supplier records.
 - Track supplier performance against KPIs (on-time delivery, quality, cost, service levels) and prepare regional summary reports.
- Data and Reporting
 - Clean and analyze indirect spend data; support category dashboards and savings trackers.

- Compliance and Risk
 - Verify adherence to procurement policies, delegation of authority, and contract terms; support documentation aligned with animal health industry standards and regional regulations.
 - Support basic contract lifecycle tasks.
- Continuous Improvement
 - Identify opportunities to streamline processes, improve data quality, and standardize templates across regions.
 - Contribute to special projects (e.g., e-procurement tool rollout, supplier diversity, sustainability initiatives relevant to animal health supply chains).

Learning Objectives

- Gain hands-on experience with end-to-end indirect procurement processes across multiple markets.
- Develop skills in data analysis, stakeholder communication, and supplier negotiations support.
- Understand category management fundamentals, regional market nuances, and compliance considerations in animal health.

Required Qualifications

- Strong analytical skills; proficiency with spreadsheets (formulas, pivot tables, basic charts).
- Clear written and verbal communication; ability to summarize findings for non-technical audiences.
- Detail-oriented with strong organizational and time-management skills; comfort working across time zones.

Preferred Qualifications

- Experience with data tools (Excel advanced functions, Google Sheets, Power BI/Tableau).
- Interest or experience in animal health or life sciences and relevant indirect categories (e.g. logistics, marketing, IT, Professional Service etc).

Key Competencies

- Analytical thinking and problem solving
- Collaboration and stakeholder service orientation across diverse cultures and regions
- Integrity and compliance mindset
- Results orientation and follow-through
- Curiosity and continuous learning

Success Metrics

- Quality and reliability of regional spend analyses and dashboards.
- Positive feedback from team.
- Contributions to team goals such as savings, cycle-time reduction, and process improvements in indirect categories.