



Job Description – Procurement Assistant Intern

Document Control

Position Title: Procurement Assistant Intern

Department: Procurement and Supply Chain

Reports To: Procurement and Logistics Officer / Head of Procurement and Supply Chain

Version: 1.0

Job Overview

The Procurement Assistant Intern supports the procurement and supply chain team in sourcing, purchasing, and inventory management processes across Grand Royale Group's hospitality operations. This role provides hands-on experience in supplier coordination, purchasing documentation, and cost control within a professional business environment.

Key Responsibilities

Procurement Support

- Assist in preparing purchase orders and supplier documentation.
- Support the collection and comparison of supplier quotations.
- Help maintain vendor contact lists and purchasing databases.
- Ensure accurate filing of procurement records and approvals.

Supplier and Inventory Coordination

- Liaise with suppliers to confirm order details, delivery times, and pricing.
- Assist in monitoring stock levels and replenishment schedules.
- Coordinate with operations and F&B teams for product requests.
- Track deliveries and report discrepancies to supervisors.

Reporting and Administration

- Assist in preparing procurement status and stock reports.
- Maintain documentation for audits and compliance purposes.
- Learn to use inventory and procurement software systems.
- Contribute to reviewing supplier performance data.





Learning and Development

- Participate in procurement process training and internal meetings.
- Learn about ethical sourcing, negotiation principles, and cost control.
- Apply feedback from supervisors to improve data accuracy and communication.
- Observe and understand end-to-end supply chain operations.

Qualifications and Experience

- Currently studying or recently completed Certificate IV, Diploma, or Bachelor's degree in Business, Procurement, or Supply Chain Management.
- Strong organisational and administrative skills.
- Proficiency in Microsoft Excel and data entry.
- Excellent attention to detail and communication skills.
- Prior experience in purchasing or office support (preferred but not required).

Skills and Competencies

- Accuracy and efficiency in record keeping.
- Strong teamwork and time management.
- Analytical mindset and eagerness to learn.
- Professional communication and problem-solving skills.
- Ethical understanding of procurement practices.

Working Conditions

This internship is based at Grand Royale Group's head office in Gold Coast, Queensland. The role follows standard business hours but may require flexibility during stock or audit cycles. Interaction with multiple departments and external suppliers is expected.

Key Performance Indicators (KPIs)

- Purchase Order Accuracy (target: $\geq 98\%$).
- Supplier Communication Timeliness (target: $\geq 95\%$).
- Delivery Tracking and Issue Resolution Rate (target: 100% within SLA).
- Documentation and Filing Accuracy (target: 100%).
- Cost Saving or Efficiency Contribution (target: measurable improvement per quarter).
- Supervisor Evaluation and Team Feedback (target: $\geq 90\%$).





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GROUP

Company Values and Culture

Grand Royale Group values integrity, accountability, and operational excellence. The procurement department upholds high standards of ethical sourcing, cost efficiency, and teamwork to ensure the smooth operation of hospitality services.

Career Path

This internship provides opportunities for progression into roles such as Procurement Assistant, Purchasing Officer, or Supply Chain Coordinator within Grand Royale Group or other major hospitality organisations.

