

## Supply Chain Intern

Spectra Energy Corp (NYSE: SE), a *FORTUNE 500* company, is one of North America's leading pipeline and midstream companies. Based in Houston, Texas, the company's operations in the United States and Canada included more than 21,000 miles of natural gas, natural gas liquids and crude oil pipelines; approximately 300 billion cubic feet (Bcf) of natural gas storage; 4.8 million barrels of crude oil storage; as well as natural gas gathering, processing and local distribution operations. Spectra Energy has served North American customers and communities for more than a century.

### Position Description

Supply Chain expertise is at the core of Spectra Energy's success. The Supply Chain Intern delivers sourcing and procurement for materials and/or services for Spectra Energy which includes, but is not limited to: supplier sourcing, negotiation, spend analysis and supplier management.

#### Potential Job Responsibilities:

- Analyze internal/external market data from multiple sources in a logical format for effective decision-making.
- Participates in sourcing and evaluation processes including bid or proposal solicitation process and development.
- Support internal customers/users to understand their requirements and needs.
- Participates in the sourcing initiatives and evaluation process including bid or proposal solicitation (RFP, RFI, RFQ) and development applicable for both goods and services.
- Handle the ordering process and convert materials/service requests into a complete purchase/service order.
- Provide logistics support for material purchase requirements.
- Analyze basic reports on supplier performance including supplier compliance with specific contractual obligations/metrics.
- Other duties as assigned by supervisor.

### Basic/ Minimum Qualifications

- Sophomore or Junior majoring in Supply Chain
- GPA 3.0 or above

### Desired Qualifications

- Demonstrated proficiency working with office Microsoft Office suite.
- Relevant work experience.
- Demonstrated ability to interact well with others, strong organization, analytical and communication skills.