



GlaxoSmithKline  
Biologicals

**GLOBAL PROCUREMENT**

**INTERNSHIP CATALOGUE 2011**





## Company profile

GlaxoSmithKline Biologicals (GSK Biologicals) is one of the world's leading vaccine manufacturers. The company is located in Rixensart (Belgium) and is the centre of all GlaxoSmithKline's activities in the field of vaccine research, development and production. GSK Biologicals employs over 6500 people in Belgium (over 9 000 worldwide), of whom more than 1 600 are passionate scientists devoted to discovering innovative vaccines and developing cost-effective and convenient combination products that contribute to the health and well-being of billions of people, in every generation around the world.

## Procurement Department

Procurement is a centralised function, organised in 5 global buying areas and regional teams led by directors.

Global roles are located in the Belgium based headquarter and focus on the strategic Procurement activities (category management, SRM ...).

## Procurement Vision



Procurement plays a central role in capturing the value from the supply market

Procurement will acquire this value through strong partnership with internal clients and suppliers

Procurement will be seen by the business as the partner of choice for external value creation

## Procurement Mission

To support the business growth ambition and generate value by :

- Continually improving value for money
- Ensuring a reliable supply, service and quality
- Challenging business processes, complexity and all expenditures
- Reducing risk

... For all goods and services purchased

# **Global Investments (CapEx)**

## **Department**

Director: Frédéric ADRIAENS



## INTERNSHIP PROPOSAL

**Department: Procurement - Global Investment (CapEx)**

**Location: Wavre (Brussels' area)**

**Duration: 3 to 6 months**

**Starting date: To be agreed with candidate**

**Reports to: Emmanuel PILLAULT**

**Reference: 2011-01**

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### Summary

Support the team in identifying and implementing supplier evaluation tools and sourcing plan preparation. The solution will be particularly aimed at capturing and centralizing internal and external supplier information, for the use of the Capex Procurement team.

### Responsibilities

The mission's envisaged components, subject to adjustments, are as follows:

- Supplier evaluation implementation:

- Finalization of questionnaires and collection of inputs from internal clients (QA, TS, maintenance, security, procurement)
- Transfer of global Capex supplier evaluation inputs into global procurement system
- Finalization of complete evaluation tools structure (audits, SGE07, debriefing packages, BRM...) and process

- Sourcing plan preparation:

- Support in data collection for 4 source plans forecasted in 2010: Engineering Offices, Clean finishes, HVAC, clean utilities
- Implementation of benchmarking / RFI
- Supplier Categorization, Kraljic, porter preparation
- Coordination with internal clients to collect inputs and prepare draft of source plans

### Profile

The candidate should have an interest in getting an overview of all aspects of the Procurement function of a large company, and should have the following abilities:

- Fluent in French and English (required for interactions with GSK Corporate), spoken and written
- At ease with Change Management
- Good analytical skills, at ease with data management tasks
- Good communication abilities
- Able to deal with uncertainty and to aggregate information coming from various sources

### Contacts

If you are interested, please send your CV to [nabil.besri@gskbio.com](mailto:nabil.besri@gskbio.com) and [emmanuel.m.pillaault@gskbio.com](mailto:emmanuel.m.pillaault@gskbio.com) quoting the Internship Reference.

## INTERNSHIP PROPOSAL

**Department: Procurement - Global Investment (CapEx)**

**Location: Wavre (Brussels' area)**

**Duration: 3 to 6 months**

**Starting date: To be agreed with candidate**

**Reports to: S.Sainton**

**Reference: 2011-02**

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### Summary

Support the team in identifying and implementing Global sourcing HVAC on Material for Ducting to the Biologicals Procurement function and supporting Key ratio cost-benchmark collect and analysis.

### Responsibilities

The solution will be particularly aimed at capturing and centralizing internal and external supplier information, for the use of the global Procurement community.

The mission's envisaged components, subject to adjustments, are as follows:

- \*Supplier market evaluation
- \*Technical specifications capture
- \*Set up and handle RFI (Request for information) through internet plat-form (E-Pass)
- \*Recommendation regarding short list of potential supplier for Belgium and Europe

### Profile

The candidate should have an interest in getting an overview of all aspects of the Procurement function of a large company, and should have the following abilities:

- Fluent in French and English (required for interactions with GSK Corporate), spoken and written
- At ease with Change Management
- Good analytical skills, at ease with data management tasks
- Good communication abilities
- Able to deal with uncertainty and to aggregate information coming from various sources

### Contacts

If you are interested, please send your CV to [nabil.besri@gskbio.com](mailto:nabil.besri@gskbio.com) and [sylvain.sainton@gskbio.com](mailto:sylvain.sainton@gskbio.com) quoting the Internship Reference.

## INTERNSHIP PROPOSAL

**Department: Procurement - Global Investment (CapEx)**

**Location: Wavre (Brussels' area)**

**Duration: 3 to 6 months**

**Starting date: To be agreed with candidate**

**Reports to: Sylvie Wuillaume**

**Reference: 2011-03**

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### Summary

Support the global procurement team in preparing and implement Supplier Relationship Management tool.

### Responsibilities

The mission's envisaged components, subject to adjustments, are as follows:

- Finalization of first tool kit and methodology developed in 2009
- Support the segmentation of the supplier base across all streams
- Support to conduct a pilot with a few suppliers
- Propose improvements and adjust the methodology
- Prepare implementation plan

### Profile

The candidate should have an interest in getting an overview of all aspects of the Procurement function of a large company, and should have the following abilities:

- Fluent in French and English (required for interactions with GSK Corporate), spoken and written
- At ease with Change Management
- Good analytical skills, at ease with data management tasks
- Good communication abilities
- Able to deal with uncertainty and to aggregate information coming from various sources

### Contacts

If you are interested, please send your CV to [nabil.besri@gskbio.com](mailto:nabil.besri@gskbio.com) and [sylvie.wuillaume@gskbio.com](mailto:sylvie.wuillaume@gskbio.com) quoting the Internship Reference.

## INTERNSHIP PROPOSAL

**Department: Procurement - Global Investment (CapEx)**

**Location: Wavre (Brussels' area)**

**Duration: 3 to 6 months**

**Starting date: To be agreed with candidate**

**Reports to: Laurent Chevallier**

**Reference: 2011-04**

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### Summary

Analysis of the current portfolio (CAPEX) for the Belgium sites in order to determine the suitable categories for a Global Agreement, and to propose an appropriate contract (structure, KPI, etc). The exercise aims at reinforcing the process (suppliers sourcing, contract negotiation) in order to limit the operational tasks.

### Responsibilities

The trainee will be in charge or support the team:

Procurement Process analysis:

- To contribute to the analysis of the current way of working (to identify “the wastes”),
- To develop the appropriate method to analyse the portfolio based on the final objectives,
- To propose a segmentation,

Sourcing activities:

- To drive the sourcing activities and the suppliers qualification,

Negotiation

- To initiate the negotiation of the Global Agreement

The internal stakeholders must be part of the described process. Its communication must be prepared and the results must be agreed.

### Profile

The candidate should have an interest in getting an overview of all aspects of the Procurement function of a large company, and should have the following abilities:

- Fluent in French and English spoken and written
- Good analytical skills
- Good communication abilities
- Flexible thinking
- Understanding of “the technical wording”

### Contacts

If you are interested, please send your CV to [nabil.besri@gskbio.com](mailto:nabil.besri@gskbio.com) and [laurent.chevallier@gskbio.com](mailto:laurent.chevallier@gskbio.com) quoting the Internship Reference.

# **Global Clinical and R&D Department**

Director: Nabil BESRI



## INTERNSHIP PROPOSAL

**Department: Procurement - Global Clinical and R&D**

**Location: Rixensart (Brussels' area)**

**Duration: 3 to 6 months**

**Starting date: To be agreed with candidate**

**Reports to: I. Lafuente**

**Reference: 2011-05**

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### Summary

Collaboration agreements with Universities.

### Responsibilities

The mission's envisaged deliverables should be:

- As-is analysis of current collaboration agreements in place, understanding who this agreements are made with (the external partners), the network of people within GSK (the stakeholders), the content of the agreements, the relationships in place and the commercial and quality terms
- (If 6 months) A recommendation, in the form of a strategy, of how to best source, support and manage collaboration agreements

In order to accomplish this mission, these are some of the key tasks that would need to be carried out:

- Interaction with various countries in order to identify current collaboration agreements in place within GSK Bio, gather and analyse information
- Consolidation of key internal information with regards to today's agreements as well as future needs and strategic priorities
- Internal mapping of stakeholders, projects, suppliers, needs
- External partners: understanding of the specifics of collaboration agreements and the type of entities involved: type of entity, structure of agreements, ways of working, objectives of their relationship with GSK
- Market evaluation
- Establishment of a process/tool/network for involvement in future agreements to be put in place and follow-up

### Profile

The following are required competencies for the assignment:

- Fluent in French and English, spoken and written
- Good communication and interpersonal skills
- Dealing with ambiguity
- Drive for results
- Good analytical skills
- Autonomous, enthusiastic and proactive
- No procurement experience is required, however interest in the function is a must

### Contacts

If you are interested, please send your CV to [nabil.besri@gskbio.com](mailto:nabil.besri@gskbio.com) and [inma.lafuente@gskbio.com](mailto:inma.lafuente@gskbio.com) quoting the Internship Reference.



## INTERNSHIP PROPOSAL

**Department: Procurement - Global Clinical and R&D**

**Location: Rixensart (Brussels' area)**

**Duration: 3 to 6 months**

**Starting date: To be agreed with candidate**

**Reports to: I. Lafuente**

**Reference: 2011-06**

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### Summary

Support to the R&D Global Procurement Team to deploy best practice tools to drive efficiency, flexibility and value for internal clients. In particular: setup of CMOs database and market intelligence tool to support the area of R&D Partnerships.

### Responsibilities

The mission's envisaged deliverables are:

- A database of CMOs worldwide, mapped and classified according to internal needs, ways of working and strategic priorities, as well as
- A process for update and use of the tool, ownership and sharing parameters

In order to accomplish this mission, these are some of the key tasks that would need to be carried out:

- Market analysis and identification of suppliers worldwide
- Classification of GSK needs, in close collaboration with internal stakeholders
- Design of a database and tool to be used by stakeholders and procurement, to meet today's demands as well as strategic priorities
- Gather and consolidate data and information into the tool. Interaction with other business units, within GSK Biologicals as well as broader within Corporate functions
- Design a process to update the tool, including identification of external data sources, definition of ownership of the different sections of the database and sharing or confidentiality parameters

### Profile

The following are required competencies for the assignment:

- Fluent in English, spoken and written
- Good communication skills
- Good analytical skills
- Dealing with ambiguity
- Drive for results
- Quick learner
- Enthusiastic and proactive
- No procurement experience is required, however interest in the function is a must
- Pharma technical knowledge (chemistry and/or biology) an asset

### Contacts

If you are interested, please send your CV to [nabil.besri@gskbio.com](mailto:nabil.besri@gskbio.com) and [inma.lafuente@gskbio.com](mailto:inma.lafuente@gskbio.com) quoting the Internship Reference.



## INTERNSHIP PROPOSAL

**Department: Procurement - Global Clinical and R&D**

**Location: Rixensart (Brussels' area)**

**Duration: 3 to 6 months**

**Starting date: To be agreed with candidate**

**Reports to: Sophie Lelong**

**Reference: 2011-07**

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### Summary

Support the Global Procurement team in identifying opportunities through the development of the understanding of the cost structure and the cost drivers of different type of testing in the clinical laboratory market worldwide.

### Responsibilities

The mission's envisaged components, subject to adjustments, are as follows:

- Define cost structure for major serology testing in China, US, Europe, India
- Understand cost drivers for those testing and the variations linked to the geographical area (FTE cost...)
- Understand acceptable cost for the different tests per geographical area
- Create a benchmark tool
- Make vs Buy analysis
- Develop an understanding of the China laboratory testing business

### Profile

The candidate should have an interest in getting an overview of all aspects of the Procurement function of a large company, and should have the following abilities:

- Fluent in French and English (required for interactions with GSK Corporate), spoken and written
- At ease with Change Management
- Good analytical skills, at ease with data management tasks
- Good communication abilities
- Quick learner
- 'Customer driven' and pragmatic
- Able to deal with uncertainty and to aggregate information coming from various sources

### Contacts

If you are interested, please send your CV to [nabil.besri@gskbio.com](mailto:nabil.besri@gskbio.com) and [sophie.lelong@gskbio.com](mailto:sophie.lelong@gskbio.com) quoting the Internship Reference.

## INTERNSHIP PROPOSAL

**Department: Procurement - Global Clinical and R&D**

**Location: Wavre (Brussels' area)**

**Duration: 3 to 6 months**

**Starting date: To be agreed with candidate**

**Reports to: Brice BOUFFARD**

**Reference: 2011-08**

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### Summary

Market analysis for Clinical Research Organisation (CRO) in Europe, Middle East, North Africa, Emerging countries and Asia Pacific

### Responsibilities

The mission's phases, subject to adjustments, are as follows:

- Prepare with the main stakeholders an RFI (Request For Information) questionnaire
- Identify the market player from various sources (suppliers, other GSK R&D entities and other external sources)
- Organize the RFI using the GSK E-procurement platform E-Pass
- Consolidate the collected information and organize a comprehensive summary to support outsourcing of GSK Bio clinical activities
- Organize and communicate a communication brief about the RFI

### Profile

The candidate should have an interest in getting an overview of all aspects of the Procurement function of a large company, and should have the following abilities:

- Fluent in French and English, spoken and written
- At ease with Change Management
- Good analytical skills, at ease with data management tasks
- Good communication abilities
- Quick learner
- 'Customer driven' and pragmatic
- Able to deal with uncertainty and to aggregate information coming from various sources

### Contacts

If you are interested, please send your CV to [nabil.besri@gskbio.com](mailto:nabil.besri@gskbio.com) and [brice.bouffard@gskbio.com](mailto:brice.bouffard@gskbio.com) quoting the Internship Reference.

## INTERNSHIP PROPOSAL

**Department: Procurement - Global Clinical and R&D**

**Location: Wavre (Brussels' area)**

**Duration: 3 to 6 months**

**Starting date: To be agreed with candidate**

**Reports to: Edouard Masurel**

**Reference: 2011-09**

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### Summary

Support the Global Procurement team in Developing R&D and Clinical Supplier Assessment Processes & Tools as well as designing compliance cockpit.

### Responsibilities

The mission's envisaged components, subject to adjustments, are as follows:

- Segmentation of key categories to be covered
- Definition of Assessment methodology / category in partnership with buyers & internal business partners
- Conception of a Supplier Assessment questionnaires & grids
- Development of Supplier Performance Database & Decision-making tools.
- Design and set up of R&D/ Clinical Compliance Cockpit

### Profile

The candidate should have an interest in getting an overview of all aspects of the Procurement function of a large company, and should have the following abilities:

- Fluent in French and English (required for interactions with GSK Corporate), spoken and written
- At ease with Change Management
- Good analytical skills, at ease with data management tasks
- Good communication abilities
- Quick learner
- 'Customer driven' and pragmatic
- Able to deal with uncertainty and to aggregate information coming from various sources

### Contacts

If you are interested, please send your CV to [nabil.besri@gskbio.com](mailto:nabil.besri@gskbio.com) and [edouard.masurel@gskbio.com](mailto:edouard.masurel@gskbio.com) quoting the Internship Reference.

## INTERNSHIP PROPOSAL

**Department: Procurement - Global Clinical and R&D**

**Location: Wavre (Brussels' area)**

**Duration: 3 to 6 months**

**Starting date: To be agreed with candidate**

**Reports to: Edouard Masurel**

**Reference: 2011-10**

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### Summary

Support the Global Procurement team in Developing Market-analysis and Sourcing-strategy for Phase I Clinical Studies Outsourcing

### Responsibilities

The mission's envisaged components, subject to adjustments, are as follows:

- Development of Market Analysis
- Identification of best practices & benchmarks
- Classification of needs and development of specifications
- Conduct of Supplier Qualification-process
- Outsourcing-process design
- Development of Sourcing-strategy

### Profile

The candidate should have an interest in getting an overview of all aspects of the Procurement function of a large company, and should have the following abilities:

- Fluent in French and English (required for interactions with GSK Corporate), spoken and written
- At ease with Change Management
- Good analytical skills, at ease with data management tasks
- Good communication abilities
- Quick learner
- 'Customer driven' and pragmatic
- Able to deal with uncertainty and to aggregate information coming from various sources

### Contacts

If you are interested, please send your CV to [nabil.besri@gskbio.com](mailto:nabil.besri@gskbio.com) and [edouard.masurel@gskbio.com](mailto:edouard.masurel@gskbio.com) quoting the Internship Reference.



## **INTERNSHIP PROPOSAL**

**Department: Procurement - Global Clinical and R&D**  
**Location: Wavre (Brussels' area)**  
**Duration: 3 to 6 months**  
**Starting date: To be agreed with candidate**  
**Reports to: Michelle Arrington**  
**Reference: 2011-11**

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### **Summary**

Support the team in identifying major cost drivers relative to CRO costs in the different countries of Latin America (to be defined). The solution is primarily aimed at capturing labor rates, special labor laws, country taxes and co-employment rules/laws and creating a database containing such information in an easy to read, dashboard format.

### **Responsibilities**

The mission's envisaged components, subject to adjustments, are as follows:

- Data Collection:
  - Create appropriate questionnaire requesting the above noted information and send it to a specified list of global and local CROs (list to be determined) for their input. All data collected should be reviewed and discrepancies should be resolved (as related to general information in a particular country).
  - Interview local country legal teams to get their input as to GSK policies relative to doing business in each country, including but not limited to employment rules.
  - Perform internet research in the specified countries to obtain same information.
  - Create a database containing appropriate fields for the collection and distribution of the data (database should be created with the ultimate goal of collecting and maintaining this type of information centrally in procurement team for all countries in which GSK BIO runs clinical trials).

### **Profile**

The candidate should have an interest in getting an overview of all aspects of the Procurement function of a large company, and should have the following abilities:

- Fluent in French and English (required for interactions with GSK Corporate), spoken and written
- At ease with Change Management
- Good analytical skills, at ease with data management tasks
- Good communication abilities
- Able to deal with uncertainty and to aggregate information coming from various sources

### **Contacts**

If you are interested, please send your CV to [nabil.besri@gskbio.com](mailto:nabil.besri@gskbio.com) and [michelle.a.arrington@gsk.com](mailto:michelle.a.arrington@gsk.com) quoting the Internship Reference.

# **Global Production Department**

Director: Pascal REYNTJENS



## **INTERNSHIP PROPOSAL**

**Department Global Production Procurement**

**Location: Wavre**

**Duration: 6 months**

**Starting date: To be agreed with candidate**

**Reports to: Pascal Reyntjens**

**Reference: 2011-12**

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### **Company profile**

GlaxoSmithKline Biologicals (GSK Biologicals) is one of the world's leading vaccine manufacturers. The company is located in Rixensart (Belgium) and is the centre of all GlaxoSmithKline's activities in the field of vaccine research, development and production. GSK Biologicals employs over 6500 people in Belgium (over 9 000 worldwide), of whom more than 1 600 are passionate scientists devoted to discovering innovative vaccines and developing cost-effective and convenient combination products that contribute to the health and well-being of billions of people, in every generation around the world.

### **Procurement department**

Procurement is a centralised function, organised in 5 global buying areas and regional teams led by directors.

Global roles are located in the Belgium based headquarter and focus on the strategic Procurement activities (category management, SRM ...).

### **Summary**

Support the global procurement team in evaluating opportunity to improve supplier quality management processes.

### **Responsibilities**

The mission's envisaged components, subject to adjustments, are as follows:

- Develop an improvement plan on supplier quality management:
- Perform a gap analysis on the current situation through all sites
- Benchmark GSK Bio with other industry and identify Pros and Cons GSK Bio ways of working versus other industry
- Meet key suppliers to evaluate their contribution to improve the current situation.
- Evaluate opportunities and identify constraints to move to a global specification management for all production items.

**Profile**

The candidate should have an interest in getting an overview of all aspects of the Procurement function of a large company, and should have the following abilities:

- Fluent in French and English (required for interactions with GSK Corporate), spoken and written
- At ease with Change Management
- Good analytical skills, at ease with data management tasks
- Good communication abilities
- Able to deal with uncertainty and to aggregate information coming from various sources

**Contacts**

If you are interested, please send your CV to [pascal.reyntjens@gskbio.com](mailto:pascal.reyntjens@gskbio.com)

## **INTERNSHIP PROPOSAL**

**Department: Global Production Procurement**

**Location: Wavre**

**Duration: 6 months**

**Starting date: To be agreed with candidate**

**Reports to: Maud Defer**

**Reference: 2011-13**

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### **Company profile**

GlaxoSmithKline Biologicals (GSK Biologicals) is one of the world's leading vaccine manufacturers. The company is located in Rixensart (Belgium) and is the centre of all GlaxoSmithKline's activities in the field of vaccine research, development and production. GSK Biologicals employs over 6500 people in Belgium (over 9 000 worldwide), of whom more than 1 600 are passionate scientists devoted to discovering innovative vaccines and developing cost-effective and convenient combination products that contribute to the health and well-being of billions of people, in every generation around the world.

### **Procurement department**

Procurement is a centralised function, organised in 5 global buying areas and regional teams led by directors.

Global roles are located in the Belgium based headquarter and focus on the strategic Procurement activities (category management, SRM ...).

### **Summary**

Support the Global Procurement team in evaluating opportunities by applying value chain mapping methodology.

### **Responsibilities**

The mission's envisaged components, subject to adjustments, are as follows:

- Value chain mapping with 1 or 2 suppliers: planning, ordering, manufacturing at supplier site, delivering, entry testing, warehousing, use on production line
- Identification of all activities and use Time value map
- Identification of improvement area, validate them with suppliers and propose an improvement plan to GSK management

**Profile**

The candidate should have an interest in getting an overview of all aspects of the Procurement function of a large company, and should have the following abilities:

- Fluent in French and English (required for interactions with GSK Corporate), spoken and written
- At ease with Change Management
- Good analytical skills, at ease with data management tasks
- Good communication abilities
- Able to deal with uncertainty and to aggregate information coming from various sources

**Contacts**

If you are interested, please send your CV to [Maud.defer@gskbio.com](mailto:Maud.defer@gskbio.com)

# **Global Services Department**

Director: Stéphane MASSERAN



## INTERNSHIP PROPOSAL

**Department: Procurement – Global Services**

**Location: Wavre (Brussels' area)**

**Duration: 3 to 6 months**

**Starting date: To be agreed with candidate**

**Reports to: F. Van Damme / P. Callewaert**

**Reference: 2011-14**

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### Summary

Market analysis and sourcing strategy preparation for Health Insurance services.

### Responsibilities

The mission's is divided in following parts:

1. Market and Supplier Analysis :

Support in :

- Data collection and consolidation from the market (suppliers, regulatory authorities, etc.)
- Analysis of the reimbursement mechanisms
- Data collection from other GSK entities/sites
- Benchmarking and new practices on the market (not limited to Belgium)

2. Sourcing strategy preparation:

Support in:

- Using supplier/market analysis tools
- Coordinating with internal clients to collect input
- Brainstorming with internal Clients on potential improvements and prepare sourcing strategy options
- Evaluating options

### Profile

The candidate should have an interest in getting a basic overview of the Procurement function of a large company, and should have the following abilities:

- Fluent in French and English (required for interactions with GSK Corporate), spoken and written
- Good analytical skills
- Good communicator at all levels
- Capacity to adapt
- Change Management basic skills

### Contacts

If you are interested, please send your CV to [nabil.besri@gskbio.com](mailto:nabil.besri@gskbio.com) and [stephane.x.masseran@gskbio.com](mailto:stephane.x.masseran@gskbio.com) quoting the Internship Reference

## INTERNSHIP PROPOSAL

**Department: Procurement - Global Services**

**Location: Wavre (Brussels' area)**

**Duration: 3 to 6 months**

**Starting date: To be agreed with candidate**

**Reports to: Adrien Catalano**

**Reference: 2011-15**

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### Summary

Support to the General Services Procurement Team to deploy best practice tools to drive efficiency, compliance and value for internal clients.

Setup of database, market intelligence and benchmarking tool for the area of Facility Management spend (e.g. security, catering, office furniture, ...)

### Responsibilities

The solution will be particularly aimed at capturing and centralizing internal and external supplier information.

- Supplier market evaluation
- Technical specifications capture
- Set up and handle RFI (Request for information)
- Recommendation regarding short list of potential suppliers
- Benchmark GSK Bio with other industry and identify Pros and Cons GSK Bio ways of working versus other industry
- Support procurement team on various operational purchases (manage tenders, vendor selection, etc...)

### Profile

We expect the candidate to be:

- Fluent in French and English, spoken and written
- Excellent analytical skills
- Understanding of risk management basics (identification / mitigation)
- Good listener
- Ability to synthesise / simplify / explain complex concepts
- Autonomous
- No procurement experience is required, however interest in the function is a must

### Contacts

If you are interested, please send your CV to [nabil.besri@gskbio.com](mailto:nabil.besri@gskbio.com) and [stephane.x.masseran@gskbio.com](mailto:stephane.x.masseran@gskbio.com) quoting the Internship Reference

## INTERNSHIP PROPOSAL

**Department: Procurement : Global Services**  
**Location: Wavre (Brussels area)**  
**Duration: 3 to 6 months**  
**Starting date: To be agreed with candidate**  
**Reports to: Jean-Paul Godefroid**  
**Reference: 2011-16**

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### Summary

Develop and implement a process based on existing SAP tools to streamline the hiring of IT consultants based on to be developed electronic questionnaires.

Currently, GSK is selecting each year dozens of consultants thru a non formalized and manual process for his IT department.

### Responsibilities

- Get acquainted with the current portfolio of IT consultant profiles to be hired.
- Get acquainted with the SAP tool to be used.
- For each profile, develop an electronic questionnaire together with the requester from the IT department.
- For each profile, identify the relevant suitable companies to be contacted when a new mission is to be fulfilled.
- Act as the key user of this innovative SAP tool towards the IT user base as well as within the Procurement department.

### Profile

The candidate should be interested in implementation of innovative processes in large multinational companies and should have the following skills :

- Fluent in French and English. Dutch is an asset.
- Quick learner, open minded and results driven.
- Analytical and communications skills
- At ease with IT systems, without having to be an IT expert.
- Able to deal with various internal stakeholders within the Procurement and the IT departments.

### Contacts

If you are interested, please send your CV to [nabil.besri@gskbio.com](mailto:nabil.besri@gskbio.com) and [stephane.x.masseran@gskbio.com](mailto:stephane.x.masseran@gskbio.com) quoting the Internship Reference

## INTERNSHIP PROPOSAL

**Department: Procurement - Global Services**

**Location: Wavre (Brussels' area)**

**Duration: 3 to 6 months**

**Starting date: To be agreed with candidate**

**Reports to: Alain Gonçalves**

**Reference: 2011-17**

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### Summary

Due to its growth, GSK Biologicals is increasingly relying on the support of external resources (both consultants and freelancers). For that reason, the Resourcing area is with its over 100 M EUR spend one of the fastest growing and most complex spend areas of the Services stream in Procurement.

In order to achieve a maximum optimization of this important stream, the currently vacant internship has 2 main aspects:

1. 60%: Identify and analyze GSK Bio's current freelancing collaborations and present a possible optimization thereof – an important project resulting in interacting with almost all departments in GSK Bio and providing a good visibility on GSK Bio and its activities.
2. 40%: Analysis & optimization of GSK Bio's tools when searching for appropriate external resourcing.

### Responsibilities

The mission's envisaged components, subject to adjustments, are as follows:

#### 1. Freelancing Project

- Interact with various business representatives across departments to:
  - Identify all freelanced resources within GSK Bio
  - Collect & consolidate all key information (historical and current)
  - Establish appropriate tool for future tracking, follow-up and communication on this type of collaboration
- Analyze evolution of collaborations (price, quality, etc.)
- Identify which freelancing collaborations could be optimized and how, taking into account the Procurement objective of decreasing the number of suppliers
- Presentation of results to both procurement and business
- Set-up implementation of agreed optimization result.

#### 2. External Resourcing Tools

- Analyze which type of profiles are requested by the business on a recurrent basis
- Create templates for this type of profiles in GSK Bio's e-Tool, used for communicating every request to its suppliers
- Identify the trends for all RFQ's (i.e. final selected suppliers, rate evolution etc.)
- Create specific reports for Key Suppliers, identify GAPS and associated action plans.

## **Profile**

We expect the candidate to be:

- Fluent in French and English, spoken and written
- Good listener
- Good communicator
- Enthusiastic, autonomous and dynamic personality
- Ability to deal with sensible environments
- Ability to challenge status quo, to think out of the box and to propose new solutions
- Comfortable with systems
- Quick learner
- No procurement experience is required, however interest in the function is a must

## **Contacts**

If you are interested, please send your CV to [nabil.besri@gskbio.com](mailto:nabil.besri@gskbio.com) and [stephane.x.masseran@gskbio.com](mailto:stephane.x.masseran@gskbio.com) quoting the Internship Reference.

## INTERNSHIP PROPOSAL

**Department: Procurement - Global Services**

**Location: Wavre (Brussels' area)**

**Duration: 3 to 6 months**

**Starting date: To be agreed with candidate**

**Reports to: Pieter Stockman**

**Reference: 2011-18**

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### Summary

Support globalisation of maintenance procurement. With integration of new sites in France and Germany directly into the procurement organisation, we need to look at synergy opportunities, especially in the maintenance area, with a clear potential to put e-catalogues in place (for sub categories like Tools, Spare Parts, etc).

Quite an ambitious project but mixing both operation experience, advanced e-tools, and international dimension

### Responsibilities

The mission's envisaged components, subject to adjustments, are as follows:

- Work with local and global Maintenance procurement teams to collect facts & data (spend, references, vendors,...) to prepare a business case for simplification / rationalisation
- Map various global and local users to seek input
- Work with procurement effectiveness team to plan and deploy e-catalogues – or at minimum draft plans for deployment
- Support global maintenance procurement team on various operational purchases (manage tenders, vendor selection, etc...) with support of procurement team

### Profile

We expect the candidate to be:

- Fluent in French and English, spoken and written – German would be a plus
- Good Listener
- Ability to deal with various sources of complex data
- Comfortable with systems
- Quick learner
- Good interpersonal skills to deal with numerous stakeholder from different horizons
- No procurement experience is required, however interest in the function is a must

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## INTERNSHIP PROPOSAL

**Department: Procurement - Global Services**

**Location: Wavre (Brussels' area)**

**Duration: 3 to 6 months**

**Starting date: To be agreed with candidate**

**Reports to: Bénédicte de Moreau**

**Reference: 2011-19**

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### Summary

Support of Sourcing Group Manager for Marketing & Communication procurement in various sourcing project.

### Responsibilities

The mission's envisaged components, subject to adjustments, are as follows:

- Take ownership with support of SGM of various procurement projects that would include
  - Identification / formalisation of requirement / definition of KPIs
  - Selection of vendor / management of Request For Proposals / define appropriate selection criteria, join pitches and participate to negotiation
  - Negotiation / Review proposals and find cost savings opportunities
  - Organise / participate to vendor performance reviews
- Enforce compliance to procurement policies
- Manage administrative process associated to sourcing projects (contract entry, vendor creation,..)
- Do various stream-transversal activities and analyses eg spend mapping, vendor usage analysis, costs benchmarking

### Profile

This mission will provide a mix of very operational procurement activities – “doing a buyer job” and more transversal analytical activities in a fast-paced client area eg. marketing and communication.

We expect the candidate to be:

- Fluent in French and English, spoken and written
- Comfortable in fast-paced environment
- Quick learner
- Good interpersonal skills to deal
- No procurement experience is required, however interest in the function is a must

### Contacts

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## INTERNSHIP PROPOSAL

**Department: Procurement**  
**Location: Wavre**  
**Duration: 3 to 6 months**  
**Starting date: To be agreed with candidate**  
**Reports to: Bénédicte de Moreau**  
**Reference: 2011-20**

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### Summary

Support of Sourcing Group Manager for Marketing & Communication procurement in reviewing Medical communication category

### Responsibilities

The mission's envisaged components, subject to adjustments, are as follows:

- Based on a defined strategy, support of SGM by delivering a source plan addressing a new way to manage medical communication spend including:
  - Market analysis with identification of best potential partner
  - Formalisation of requirement / definition standard package of services
  - Management of Request For Proposals using integrated procurement tool (ePASS) / define appropriate selection criteria, participate to negotiation, etc.
  - Involvement in business validation on Procurement recommendation by regular meeting and preparation of status report including several analysis
  - Set contract performance
  - Define a communication plan to promote results and guide business client with the new strategy settled up.

### Profile

This mission will provide a good opportunity to participate in a strategic procurement project by “doing a buyer job” and analytical activities in a fast-paced client area eg. marketing and communication.

We expect the candidate to be:

- Fluent in French and English, spoken and written
- Strong analytical skills
- Comfortable in fast-paced environment
- Quick learner
- Good interpersonal skills to deal
- No procurement experience is required, however interest in the function is a must

### Contacts

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## INTERNSHIP PROPOSAL

**Department: Procurement**  
**Location: Wavre**  
**Duration: 3 to 6 months**  
**Starting date: To be agreed with candidate**  
**Reports to: Bénédicte de Moreau**  
**Reference: 2011-21**

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### Summary

Support of Sourcing Group Manager for Marketing & Communication procurement in reviewing Health economics category.

### Responsibilities

The mission's envisaged components, subject to adjustments, are as follows:

- Based on a defined strategy, support of SGM by delivering a source plan addressing a new way to manage Health economics spend including:
  - Market analysis with identification of best potential partner
  - Formalisation of requirement / definition standard package of services
  - Management of Request For Proposals using integrated procurement tool (ePASS) / define appropriate selection criteria, and participate to negotiation, etc.
  - Involvement in business validation on Procurement recommendation by regular meeting and preparation of status report including several analysis
  - Set contract performance
  - Define a communication plan to promote results and guide business client with the new strategy settled up.

### Profile

This mission will provide a good opportunity to participate in a strategic procurement project by “doing a buyer job” and analytical activities in a fast-paced client area eg. marketing and communication.

We expect the candidate to be:

- Fluent in French and English, spoken and written
- Comfortable in fast-paced environment
- Strong analytical skills
- Quick learner
- Good interpersonal skills to deal
- No procurement experience is required, however interest in the function is a must

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## INTERNSHIP PROPOSAL

**Department: Procurement**  
**Location: Wavre**  
**Duration: 3 to 6 months**  
**Starting date: To be agreed with candidate**  
**Reports to: Bénédicte de Moreau**  
**Reference: 2011-22**

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### Summary

Support of Sourcing Group Manager for Marketing & Communication procurement in several benchmarking exercises. The goal of the mission is to define the right price to pay for defined services defining standard benchmarks for standardised activities in Marketing and Communication.

### Responsibilities

The mission's envisaged components, subject to adjustments, are as follows:

- Based on historical cost, prepare general cost analysis
- Identify standard activities per domain of activity within Marketing & Communication
- Get alignment of business units on standardised activities
- Built benchmark
- Prepare a e Tools to communicate benchmark results

### Profile

This mission will provide a good opportunity to provide strong analytical expertise, get contact with the organisation, work closely with SGM and develop analytical activities in a fast-paced client area eg. marketing and communication.

We expect the candidate to be:

- Fluent in French and English, spoken and written
- Comfortable in fast-paced environment
- Strong analytical skills
- Quick learner
- Good interpersonal skills to deal
- No procurement experience is required, however interest in the function is a must

### Contacts

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## INTERNSHIP PROPOSAL

**Department: Procurement - Global Services**

**Location: Wavre (Brussels' area)**

**Duration: 3 to 6 months**

**Starting date: To be agreed with candidate**

**Reports to: Pieter Stockman**

**Reference: 2011-23**

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### Summary

Support globalisation of maintenance procurement. With integration of new sites in France and Germany directly into the procurement organisation, we need to look at synergy opportunities, especially in the maintenance area, with a clear potential to put e-catalogues in place (for sub categories like Tools, Spare Parts, etc).

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