

Student Assistant, Supply Chain PL

Deadline:
30-09-2026

Are you structured, curious and eager to turn your studies into practical experience within contract and commercial management? Do you want to leave your mark on the global energy industry? If so, we want to hear from you!

Location:
PL - Gdynia

Your position

In your new position as **Student Assistant in Supply Chain** in the Renewables division, you will become a member of our Supply Chain team, supporting **procurement contract & category management area**.

Working closely with experienced Procurement Contract Manager & Category Manager, you will support in ongoing sourcing activities. You will gain practical insight into contract administration, NDA's and procurement standards.

At Semco Maritime, safety is a core value, and in this role, you will contribute to maintaining and promoting a strong safety culture while supporting successful project delivery and categories' development. Above all, your work will make a real change for the global energy sector.

Your place of work will be at our **office in Gdynia**. The position is approximately **15-20 hours per week**, planned around your studies, and no travel is expected.

"Joining our Category Management team means getting hands-on experience in how sourcing decisions are made for major offshore energy projects. You will work alongside experienced Category Managers, support real sourcing activities, explore supplier markets, analyse commercial offers and help us develop our supplier base and category strategies. At the same time, you will cooperate closely with our Procurement Contract Management team, gaining valuable insight into contract administration, commercial documentation and the processes that support successful project delivery. We want you to be curious, ask questions and bring your own perspective - your contribution will matter from day one. For an ambitious student interested in procurement, supply chain and the energy sector, this is a great opportunity to understand both strategic sourcing and contract management in practice and build a strong foundation for a future career in procurement." – Szymon Wenta – Team Lead, Category Management.

Your tasks & responsibilities

Your tasks from **Category Management** will include but are not limited to:

- support for sourcing activities, including searching for potential suppliers, market research and preparing supplier longlists,
- support for RFQ processes, including preparation of documentation, collection of information from suppliers and basic comparison of offers,
- support for activities related to supplier management, updating databases and documentation, and tracking open topics,
- preparation of basic analyses on suppliers, market and spending,
- support in preparing presentations, sourcing plans, meetings with suppliers and internal materials.

Your tasks from **Procurement Contract Management** will include but are not limited to:

- Preparing documentation from templates and templates development (adding changes, uploading, drafting),
- Documentation archiving & administration in our internal space - uploading documents, keeping track of numbers, creating new record
- Managing signatures workflow in electronic tool (DocuSign),
- Support for creating Extension Documents for Consultants,
- Ad-hoc: Sending (physically) some documents/packages, bookings

Your profile & qualifications

We are looking for a curious, motivated and structured student who wants to develop practical experience within **procurement and category management**.

You are comfortable taking responsibility for your own tasks while also working closely with colleagues across different teams. As you will work with commercially sensitive information, you understand the importance of accuracy, confidentiality and professionalism.

To succeed in this position, we imagine that you have:

- Ongoing studies in supply chain/procurement, business administration or a similar relevant field, with at least two years remaining in your studies.
- As you will work closely with two experienced specialist you need to have a structured approach to tasks and ability to move from one topic to another.
- Good skills in Microsoft Word, Excel and PowerPoint, combined with an interest in learning new document management, reporting and communication systems.
- High level of English & Polish, both written and spoken;
- A curious and proactive mindset, with the ability to work independently, collaborate with others and handle confidential information professionally.

Welcome to Semco Maritime

At Semco Maritime, we create change. For people. For projects. And for the global energy sector. With us, you will join a community of over 2,300 of the most dedicated thinkers and doers in the energy industry who are driving real change and making their own personal mark on the global energy landscape.

While everyone knows *why* the energy transition is vital, we are concerned with the journey. *How* to get there. By providing the answers needed to make change real. Because we believe that global energy ambitions can only be realized through hard work and clever pragmatic solutions. This is what we do. This is what we invite you to participate in.

Safety is at the core of everything we do, and we are committed to protecting our people, partners, and the planet as we work towards a sustainable energy future.

So yes, working for us will change the energy sector – and may well change you too.

We know that our people are our greatest strength. We strive to build an inclusive workplace where everyone can be themselves, contribute their perspectives, and feel part of the team. We welcome applicants from all backgrounds and believe that diverse teams help us find better solutions and move the energy transition forward.

Care to join the movement?

Change. With us.