



Duo Security, Business Operations (Biz-Ops) Internship

As a Duo Business Operations intern, you will play a key role in keeping Duo and Cisco operating smoothly and delivering amazing outcomes for our customers! Your role will include everything from creative problem solving for sourcing strategy to complex financial analytics to program development supporting Duo's long-term procurement processes. Our environment is fast-paced and attention to detail is important, as is our "kinder than necessary" attitude carried out by each team member to maintain our company's culture.

What you'll do...

As a Business Operations intern, you will:

- Help develop sourcing strategy to meet business and internal customer needs.
- Partner with Business Owners to identify and onboard vendors, manage purchase requisitions and purchase orders, and related tasks.
- Negotiate, track and manage supplier programs, including renewals.
- Collaborate on supplier performance, and continuous improvements in the supply base to help to reduce risk and waste (cost) in the supply chain.
- Conduct meetings with stakeholders, project managers and project leaders ensuring open lines of communication across all disciplines within the organization.

Skills you have...

- You have some experience with supply chain management, financial management, and/or procurement best practices.
- You have excellent interpersonal skills and ability to engage with senior and business owner stakeholders on a regular basis.
- You are highly detail oriented and are comfortable with figures and collecting, analyzing and interpreting data.
- You have strong project management and leadership skills.

3 reasons why you should apply...

- You will learn how both Software as a Service (SaaS) and hardware procurement function to support a complex international business.

- You will quickly be exposed to complex challenges and the senior leaders who have them. Duo is a high-trust environment where you will immediately drive outcomes and make a significant difference for your team, your colleagues, and the company.
- You will join an exciting, dynamic, growing team and have the opportunity to create a lasting impact at Duo.

Internship Details...

- You'll be working with teams based out of our Ann Arbor, MI and Austin, TX offices
- Program dates are May 24th - August 20th
- Roles are full time and 40 hours per week, Monday - Friday
- Generous pay and employee perks

Duo Security, now a part of Cisco, is the leading provider of Trusted Access security and multi-factor authentication delivered through the cloud.

Duo's mission is to make security simple for everyone. We were born from a hacker ethos and a desire to make the Internet a secure place. We believe in empowering people to follow their passions inside and outside of the office and enable every employee to bring their whole self to work.

Our team is our secret weapon. We run the spectrum from artists to analysts, low-key to high energy, and bring together a diversity of skill sets, experiences, and perspectives to solve what we consider to be the world's most pressing geopolitical challenge — transforming the security industry as we know it. Together we build solutions that are easy, effective, trustworthy, and enduring. And that's why we are the most loved and trusted company in security.

Duo is committed to cultivating and preserving a culture of inclusion and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our reputation and Duo's achievement as well. In recruiting for our team, we welcome the unique contributions that all potential candidates can bring in terms of their education, opinions, culture, ethnicity, race, gender identity and expression, nationality, age, languages spoken, veteran's status, religion, disability, sexual orientation and beliefs.

And if this role is exciting to you, we encourage you to apply even if you don't meet all 100% of the description or qualifications. Finally and most importantly, we are a proud Equal Opportunity Employer.