



# Purchasing employees (m/f/d)

Employment relation: Unlimited

## Your job description

- › Conducting needs analyses
- › Create and track orders in the inventory management system
- › Compare and evaluate offers
- › Planning, coordination and processing of all administrative, purchasing-related tasks up to and including checking incoming invoices
- › written and telephone price negotiations
- › continuous market and price monitoring
- › Support of all commercial and technical departments with regard to the analysis of suppliers, for example with regard to possible transport damage and/or incorrect deliveries

## Benefits

-  40 hours a week
-  27 vacation days
-  Flexible working hours
-  Employer-funded pension
-  Free employee parking

## Your profile

- › Completed vocational training in the commercial field or a completed business/technical degree, ideally with a focus on purchasing/logistics
- › Several years of experience in operational purchasing in an industrial company or the metal industry
- › Solution-oriented work and entrepreneurial mindset
- › IT affinity, assertiveness, flexibility
- › Knowledge of written and spoken English is an advantage

## What we offer

- › A secure, permanent and modern job in an established company
- › An interesting and very varied field of work with constant training opportunities
- › Flexible working hours through flexitime model
- › An attractive salary with employer-funded pension provision and other social benefits
- › JobRad – Leasing after passing the probationary period