46 2676 Clerk in purchasing (m/f/d) - initially limited to 6 months Tasks  
   
• Processing of goods receipt documents  
• Posting of goods receipts in SAP  
• Planning and coordination of incoming goods  
• Disposition support  
• Checking and posting of incoming invoices  
• General administrative office work such as filing, copying, scanning, processing incoming mail  
  
 profile  
   
• Successfully completed commercial vocational training,  
• Good handling of the MS Office package  
• Basic knowledge of SAP is an advantage (but is not mandatory)  
• Very good knowledge of German  
• Good grasp  
• Reliable and careful way of working  
You don't meet all the criteria of the job advertisement, but still want to be part of #GENERATIONTK? We are pleased to meet you!  
  
   
Your advantages with us  
   
• A friendly and open working atmosphere at all hierarchical levels  
• Attractive social benefits, such as e.g. B. an excellent company pension plan  
• Participation in group-wide health campaigns  
• Flexible working hours and mobile working  
• Very good professional and personal development opportunities in the team, in the company and in the group of companies  
Have we piqued your interest? Then we look forward to receiving your online application via the "Apply now" button!  
  
 Contact  
   
Laura Schilling  
  
Sourcing and RecruitingTel: 0201 844 534582  
  
We kindly ask companies from the direct recruitment sector to refrain from inquiries.  
   
 That's what we offer  
   
We value diversity and therefore welcome all applications - regardless of gender, nationality, ethnic and social background, religion/belief, disability, age, sexual orientation and identity. product manager None 2023-03-07 15:50:37.797000