1539 4144 Purchasing clerk m-f-d (Balingen area)  
  
New movement together!  
Are you looking for an interesting and crisis-proof job?  
  
We, W&F HR-Consulting, are a top executive search company and are looking for you! (Headhunters)  
We have offices in the districts of Rottweil and Balingen.  
  
On behalf of a TOP technology company from the environmental technology with several hundred employees, we are looking for a long-term  
reinforcement. (we would like to discuss everything else with you personally)  
  
What you can expect:  
  
• Future-proof job, wage according to IG-Metall tariff, 35-hour week, permanent employment contract  
• 30 days vacation, flexible working hours, vacation pay, Christmas bonus, profit sharing, 13.7 salaries  
• Extensive social benefits (company pension, job bike, fitness, further training, canteen......)  
• Responsible and varied activities in an international technology group  
• Good working atmosphere - appreciative, dynamic and cooperative partnership  
• Opportunities for further training - resource-oriented and personal development for a long-term perspective  
  
Your tasks:  
  
• Handling operational procurement processes  
• Carrying out tenders  
• Preparation of offers and creation of offer comparisons  
• Collection, control and tracking of order confirmations  
• Missing part tracking and complaints in the event of deviations  
• Date negotiations and control of compliance with delivery dates  
• Processing of dunning and reminder processes  
• Maintenance of purchasing-relevant master data  
  
Your profile:  
  
• Successfully completed commercial training  
• Relevant professional experience in procurement/purchasing  
• Hands-on mentality  
• SAP R3 (MM) or comparable ERP systems  
• Good knowledge of MS Office  
• Good comprehension, communication and team skills  
• Structured, careful and independent way of working  
  
What's next?  
Your resume would suffice for us. You can apply online on our homepage or via email. Then we arrange a telephone appointment for a short telephone interview. Then we get to know each other personally and discuss the details. (We would then need the complete application documents for this).  
  
Of course, we always treat applicant data with absolute confidentiality and discretion!  
Do you have any questions in advance? Then do not hesitate and call us or send us a short e-mail and we will call you back as soon as possible!  
  
And now we look forward to seeing you! Industrial mechanic - industrial engineering We have been active in personnel consulting and IT training for many years.  
You don't apply to one company, we can usually offer you jobs at several companies. We will then work with you to find the right position.  
The first step in applying to the company is always anonymous.  
We value open communication between us and our customers.  
  
Send us your detailed application. We look forward to seeing you! 2023-03-07 15:53:42.286000