3861 6466 Purchasing clerk (m/f/d) in direct placement Purchasing clerk (m/f/d) in direct placement  
  
full-time or part-time  
  
Everyone is different and together we are strong. We make sure that tasks and skills are well coordinated and that a suitable working environment offers the necessary framework for good performance. This is how interested people become satisfied new team members who want to stay. With us and with our customers.  
jobtimum for leasing | Mediation | Advice  
  
HERE YOU WILL WORK  
  
For our client, a recognized and long-established company in the industrial sector, we are looking for a full-time or part-time purchasing clerk as part of a direct placement.  
  
THOSE ARE YOUR TASKS  
  
• In your area of ​​activity you procure and dispose of relevant components such as raw materials and supplies for production  
• To do this, you check the production requirements, determine the optimal delivery quantity, take care of the written and telephone correspondence with the suppliers and coordinate exact delivery dates  
• In addition, clarify the terms of delivery in advance, obtain appropriate offers and negotiate prices  
• You are responsible for the constant monitoring of delivery dates and deadlines and process further purchase orders in a timely manner  
• Finally, you also take over the invoice verification, transfer the supplier master data to the system and carry out further internal purchasing activities  
  
WITH THIS YOU CAN POINTS  
  
• You have successfully completed your commercial vocational training, for example as an industrial clerk or an apprenticeship in wholesale and foreign trade, or you have a comparable qualification  
• Initial experience in purchasing is an advantage, but career starters are also welcome  
• You have application knowledge of the common MS Office programs, knowledge of SAP would be desirable  
• You round off your profile with your open and communicative demeanor and your careful and structured way of working  
• In addition, you convince with your good manner of expression, your sense of responsibility and your ability to work in a team  
  
DOES NOT FIT?  
  
You would actually like to do something different, but also use your experience? Apply proactively. jobtimum offers your application more than just a chance.  
UNSOLICITED APPLICATION  
  
JOB DETAILS  
  
Job category:  
  
office management  
  
Workplace:  
  
Osterholz-Scharmbeck  
  
Working hours:  
  
Full-time Part-time  
  
Employment:  
  
direct exchange  
  
Compensation:  
  
Attractive remuneration  
  
YOUR ADDED VALUE  
  
▪ Subsidy for the relevant old-age provision  
  
▪ Training opportunities  
  
▪ Working time account  
  
▪ 30 vacation days  
  
▪ Personal support  
  
WE ARE ON RECEIVING  
  
Our address is aimed at all members of society. buyer None 2023-03-07 15:58:28.183000