

You have already gained work experience in the field of operative Purchasing and you are seeking for new challenges within a technologically innovative environment? We are looking for an operative purchaser to support our Purchasing department in Munich as soon as possible concerning the procurement of commodities, systems and services.

Operative Purchaser (m/f)

Your Responsibilities and Duties

- Day-to-Day procurement of materials and services including the relevant purchasing transactions
- Monitoring of delivery dates and active problem solving in case of delivery delays
- First contact person for suppliers concerning order-related matters, check and approval of supplier invoices
- Conducting requests for proposals as well as the final placement of orders
- Close cooperation with various departments (Manufacturing, R&D, Sales) and continuous support of our strategic purchasers
- Maintenance of master data in our ERP system

Your Skills and Qualifications

- A commercial professional training, a Bachelor's degree in Business or equivalent
- First professional experience in Purchasing is of advantage
- Very good knowledge of MS-Office (Word, PowerPoint, Excel and Outlook) and ERP systems
- Fluent proficiency in spoken and written German and English
- High level of commitment, excellent communication skills and team spirit

What We Do Offer

- A permanent employment in Munich with attractive social benefits such as a pension allowance and a performance-based bonus as well as numerous team events
- A diversified and challenging field of responsibility, the opportunity to bring in your own ideas as well as an excellent work atmosphere at our location in Munich
- Much independence and individual responsibility within a high professional team
- Development opportunities within a technologically challenging, international, high-tech environment

If you like to face new challenges and you do think you can enrich our team with the relevant skills, we are looking forward to your application. Please send us a cover letter including your salary expectations along with your complete CV and copies of your degrees to Victoria Dahlmeier by using our [Online Application Form](#).

Victoria Dahlmeier
+49-89-2877 809 0

