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PURCHASING (M/F/D)

Full-time or part-time from
25h

Type of employment

St. Georgen bei Grieskirchen

Location

Purchasing

Area



Maria Zirwig

T +43 7248 62794 413



VIEW JOB ONLINE

Your tasks:

- Independent handling of the procurement process (order processing, processing of order confirmations, incoming invoice verification)
- Monitoring and initiating delivery dates and supplier notifications
- Reclamation processing
- Maintenance of master data in the ERP system
- Supplementary organisational activities and proactive cooperation in the further development of purchasing processes

Your profile:

- Completed commercial or business administration training (apprenticeship | HAK/HLW)
- Professional experience in purchasing (preferably in steel and mechanical engineering) with a high level of quality and cost awareness
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- Proactive personality with a precise and structured way of working
- Process-oriented and analytical thinking
- Team player with communication skills and assertiveness
- Experienced in MS Office and professional experience with ERP systems
- Very good knowledge of German and English

You can expect:

- Varied projects in a motivated team
- Modern work equipment and well-equipped production halls
- Numerous additional benefits: Fruit, company doctor, gym allowance, ...
- Development opportunities in a successful industrial company with a familiar corporate culture
- Canteen with regional delicacies
- The opportunity to actively help shape the future of the company

Do you like this job? Then apply now - we look forward to getting to know you!

For this position, a gross salary from €3,000 is envisaged on the basis of full-time employment. We are happy to overpay depending on your professional experience and qualifications.