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CLERK IN CHARGE OF PROVISION MANAGEMENT (M/F/D)

Full-time or part-time

Type of employment

St. Georgen bei Grieskirchen

Location

Project realisation

Area



Anna Maria Rab

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VIEW JOB ONLINE

Your tasks:

- Coordination and processing of supplies for customer projects
- Creation of picking lists
- Triggering and tracking of orders and monitoring of delivery dates and quantities
- Coordination with internal and external interfaces (e.g. logistics, technology, customers)
- Clearing deviations, missing parts and complaints
- Supporting the optimisation of processes in supply management
- .e.g. logistics, technology, customers)
- Clarification of deviations, missing parts and complaints
- Support in the optimisation of processes in provision management

Your profile:

- Completed commercial training (e.g. apprenticeship or comparable professional experience) apprenticeship) or comparable professional experience
- Very good knowledge of MS Office (especially Excel) and experience with ERP systems
- Structured, precise and independent way of working
- Strong communication skills and assertiveness
- Organisational strength and enjoyment of cross-departmental cooperation
- Very good knowledge of German and good written and spoken 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
- Home office option (max. 1 day per week)

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

The gross salary for this position is €2,700 based on full-time employment. We are happy to overpay depending on your professional experience and qualifications.