

Die besten Jobs für Fach- und Führungskräfte



Site Administrator Procurement (m/f/d)

Experts. Talents. Personalities.

Empowering Procurement Excellence!

For our globally significant industrial partner, we are searching for

Site Administrator Procurement (m/f/d) at the Altbach location.

Join us at the forefront of innovation as a Site Administrator, where you'll be part of a dynamic team shaping the future of the industrial sector. Here you'll have the opportunity to contribute to groundbreaking projects, collaborate with industry experts, and take your career to new heights. Join us and be part of a legacy of innovation and impact in the world of procurement.

Please note due to the project environment that we can only consider applications for this position from candidates who are proficient in both German and English. Thank you for your understanding.

Your tasks:

- › Coordinate administrative operations, serving as primary liaison for internal and external teams, facilitating logistical support and interactions with local entities
- › Oversee insurance and financial management, including account handling and adherence to regulatory guidelines and company policies
- › Manage procurement activities, collaborating with regional stakeholders to identify and negotiate with suppliers, ensuring compliance with sourcing standards
- › Facilitate site reporting and tracking efforts, working closely with management to maintain project transparency and progress monitoring.
- › Review subcontractor requests and streamline execution processes to meet project deadlines efficiently
- › Handle local contracts and facilities management, including vendor relationships and resource allocation
- › Lead supplier engagement, from onboarding processes to purchasing and financial oversight

Your qualification:

- › Bachelor's degree in Business Administration, Industrial Engineering, or a related field
- › Solid knowledge in Supply Chain Management, Procurement Management, or Logistics
- › Analytical thinking to identify efficiency gains and cost savings
- › Teamwork and the ability to work in a global environment
- › Strong command of MS Office applications and SAP software

We offer:

- Permanent employment contract
- Competitive compensation
- Flexible working hours and remote work options
- Opportunity for career development and training
- Great working atmosphere and a highly motivated team
- Continuous support from a dedicated contact person

Show us what moves and motivates you - apply and be part of our inspiring corporate culture!

If you are curious, we look forward to hearing from you.

Please send us your application documents, stating your next possible starting date, by email to noemi.idbella@experts.jobs or use our online form.

For a confidential initial contact, please feel free to contact Noemi Idbella on 069/256279923.
