

Procurement employee (m/f/d/a)

Your responsibilities:

- Entering and maintaining master data in the ERP system
- Processing material cost estimates
- Monitoring and analyzing the procurement market
- Conducting inquiries, comparing quotes, negotiating prices and contracts, and placing material orders
- Monitoring and verifying contract fulfillment
- Participating in supplier management (supplier selection, qualification, and development)
- Active inventory and procurement management

We offer:

- Permanent, full-time position at a company with a secure future
- Competitive compensation package with profit-sharing
- 30 days of vacation (up to 33 days depending on length of service)
- Company pension plan
- Good work-life balance with a 38-hour workweek
- Flexible working hours (flex time) and paid leave in certain life situations
- Professional and personal development
- Training in negotiation techniques and purchasing strategies
- JobRad / Deutschlandticket
- Internal health and wellness programs
- Company and team events (summer parties, Christmas party)

Your profile:

- A bachelor's degree in electrical engineering or economics, or a completed commercial or technical vocational training program, with several years of professional experience
- Previous experience in purchasing or procurement is an advantage
- Proficiency in ERP systems and MS Office
- Analytical and structured approach to work
- Strong communication skills and ability to work in a team
- Negotiation skills and assertiveness
- Cost and quality awareness
- Business-level German; English is an advantage

The best time to apply is now! Apply at: bewerbung@epsa.de