

We are looking for you as a

Purchasing clerk (m/f/d)

with KATHREIN Sachsen GmbH | Mühlau

Our mission: to actively help shape the inter-connected world of the future

KATHREIN Sachsen GmbH is part of the international KATHREIN Group and a renowned and rapidly growing company in the field of communication technology. Long-term experience and powerful innovation in developing and producing electronic components, assemblies and equipment in the field of high frequency technology will continue to guarantee the outstanding position of our company. By making use of advanced technologies, we have made sure that our products stand for the highest degree of precision and internationally acclaimed quality.

> Your tasks

- Disposition and procurement of commercial goods, electronic components and mechanical drawing parts
- Creation and administration of orders and processing of order confirmations
- Tracking of delivery dates and sustainable assurance of continuous supply
- Handling of complaints and delivery disruptions in the area of responsibility
- Regular coordination with order planning
- Clarification of delivery specifications and technical changes
- Optimization of stock levels and material supply

> Your profile

- A successfully completed apprenticeship as an industrial clerk or a technical apprenticeship with a corresponding additional commercial qualification
- Several years of professional experience in the operative purchasing department of an industrial company, preferably in the electronics industry
- Knowledge of general materials management and logistics processes
- Secure handling of ERP systems and MS-Office applications
- Good technical understanding
- Good command of spoken and written English
- An independent, responsible and goal-oriented way of working as well as a high degree of problem-solving, innovation and team skills.

What you can expect from us

We offer a job with exciting challenges in a diverse and innovative environment.

You can expect us to provide you with a distinctive information and communication culture, a modern ERP-supported work environment, and attractive remuneration in line with your responsibilities. In addition, we offer bespoke further education programmes, additional social benefits, and access to our company health management system.

Would you like to help us shape the inter-connected world of the future?

If so, then we would love to receive your application supported by the usual documents, preferably by e-mail, at the following address:

jobs@kathrein-sachsen.de
KATHREIN Sachsen GmbH
Lindenstraße 3
09241 Mühlau

Find out more at www.kathrein-sachsen.de