

Job Description

Position:	Procurement Coordinator
Superior:	Colleagues from Procurement Dept.
Place:	NMB-office, Langen
Working Time:	full time (37,5 hours/week)
Starting Date:	asap
Annual Gross Salary:	40.000 - 45.000 Euro p.a.

Main Duties:

- Purchasing activities: Quotation, P/O control, exporting, negotiation
- Supply chain & logistic building: Supplier, shipping forwarder, internal division ****)**
- Workshops with Group company: Cost saving synergy
- Regular business trips (EU and from time to time Far East)
- Actively looking for cost reduction, shorten lead time, more service
- Understand the demand or request of our factories, then look for proper supplier or connect the supplier and our factory to get efficient prices

Profile:

- Preferably 2-3 years of experience in a similar job
- German native level
- Advanced English (business level)
- Japanese an advantage (not a "Must")
- Very good knowledge of PC (MS Office: Excel, Word, Lotus Notes)
- German driving licence
- Willingness to do business trips

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Supply chain & logistics building is to look for the material/supplier under the best condition of QCD (quality/cost/delivery) and to make a contract + monitor that the supplier chain flows as planned. When the supplier supplies to us, we need to pay for the logistics/transportation cost, therefore we also have to find the most suitable delivery route (cost saving + quickest way)

Marianne Rosar, February 8, 2021