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OPERATIONAL BUYER (M/F/D)

Full-time

Type of employment

St. Georgen bei Grieskirchen

Location

Purchasing

Area



Maria Zirwig

T+43 7248 62794 413



VIEW JOB ONLINE

Your tasks:

- Independent handling of the operational procurement process (request for quotations, supplier selection, order processing, processing of order confirmations and incoming invoice verification)
- Monitoring and initiating delivery dates and supplier notifications
- Reclamation processing
- Maintenance of master data in the ERP system
- Supplementary organisational activities and proactive cooperation in the further development of purchasing processes

Your profile:

- Successfully completed commercial or business management training
- Professional experience in purchasing (preferably in steel and mechanical engineering) with a high level of quality and cost awareness
- Basic technical understanding is an advantage
- Structured, accurate, solution-oriented and independent way of working
- The ability to work in a team, communicative and open demeanour
- Experienced handling of MS Office and professional experience with ERP systems
- Very good knowledge of German and English (additional Czech an advantage)

You can expect:

- An interesting working environment in a motivated team
- State-of-the-art work equipment
- Numerous special benefits (fruit, doctor, gym allowance, ...)
- Development opportunities in an industrial company with all the advantages of a
- family business
- Canteen with regional delicacies

For this position, a gross salary from 3.000,- Euro is planned. We are happy to overpay depending on your professional experience and qualifications.