

Key Requirements:

Experience in procurement administration

Fluent in German

Good organisation skills

Good IT literacy

Key Responsibilities:

Reporting to the procurement manager your key responsibilities will include:

- Procurement of site materials and reporting to Head Office for the accounts related activities performed on site
- Maintaining site order book and reconciling orders with delivery dockets
- Administering returns in accordance with Company policy
- Ensuring invoices and dockets are correct prior to going to Head Office
- Undertaking data entry and back-up as required

Strong time management and communication skills are essential to this role as well as the ability to work well within a team, prepare reports and administer necessary paperwork.

