



We, CEPROCS™ Group are a Central European Procurement Consulting Service Company. Focused on procurement services, we are a fully integrated Business Process Outsourcer. Our employees are our largest and most important asset and value great ideas that gives us a strategic advantage and further opportunities. We aim at creating a safe familiar environment with a 100% support on work-life balance.

Open position: Purchasing Specialist

Your tasks:

- Creating and negotiating orders.
- Analyzing data and preparing request for quotation.
- Analyzing the offers and issue the comparison sheet.
- Actively participating in/leading negotiations with suppliers.
- Follow and respond to changing market price trends and availability of materials and services.
- Manage savings targets.
- Look for new suppliers on the international market.

Your requirements and qualifications:

- Previous experience in Customer Service, Supply Chain or a related field;
- Proficient in MS Office Excel, Word, PowerPoint and you worked with data analytics tools;
- Self-motivation, team player attitude and capability of taking on operational responsibility;
- Critical thinking, great analytical skills and a creative problem solver;
- Advanced English language skills, German and/or French representing an advantage;
- Outstanding communication and presentation skills.

What do we offer?

- A long-term career within dynamic and constantly growing multinational environment.
- A fresh and enthusiastic team taking on individual responsibilities.
- Flexible working hours.
- Learning opportunities, adapted to your needs and supporting your growth.
- An attractive salary package: performance-based bonus, sports activities, meal tickets, health insurance.
- Various workshops, events and team-buildings.

Let's jointly design the future! Send us your convincing application in English: hr@ceprocs.com

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