

WE WANT YOU!



**Be there when something meaningful is created!
Share your experience and join our power as soon as possible as a**

Operative Purchaser (m/f/d) full-time

Your tasks:

- Independent planning and procurement of all required articles in coordination with work preparation and sales
- Triggering orders in the ERP system including delivery date tracking and corresponding evaluations
- Tracking delivery dates and ensuring that delivery dates are met
- Invoice control and approval
- Maintaining and expanding the supplier network
- Researching, creating and maintaining master data (article and supplier master data)

Your qualifications:

- Completed commercial or technical training
- Several years of professional experience in purchasing, ideally in production companies
- Interest in ERP processes
- Very good knowledge of MS Office and experience in Business Central desirable
- Very good knowledge of good pEnglish (at least B2)
- Communication skills, high willingness to learn
- Structured and independent way of working

We offer you:

- A young and motivated team
- Modern office space
- Parking lot with e-charging station if required
- Flexitime

Not below your value

The gross annual salary for this position starts at 35.993,86 brutto (KV Metallgewerbe, Verwendungsgruppe III, in the 1st year of employment). For more qualification and more experience, we are willing to pay more. Please send your application documents with references and earliest possible starting date by e-mail to personal@hawe-mattro.com.

**HAWE Mattro GmbH
Petra Leitner
Pocherweg 24
6130 Schwaz**

**+43 5242 20904 - 55
www.hawe.com**

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