



We, Gurtec GmbH, see ourselves as a partner for the development and distribution of conveying elements for different branches of industry. We prove our quality and reliability worldwide every day. GURTEC was founded over 50 years ago as a small family business. GURTEC quality with a long track record of high quality conveying components, backed by the strength and flexibility of a privately owned international company. We are passionately committed to the success of our customers and our employees and together we create working partnerships that make a significant difference in the long term.

Your heart beats for purchasing, you are a doer and want to create added value? Then this is the right place for you.

We offer you a permanent position as

Operative Buyer (80 %) / Strategic Buyer (20 %) (m/f/d)

- **Terms of Reference:**

- o Operative procurement (80 %)
- o You handle all purchase requisitions received in purchasing (purchase order placements)
- o Material disposition / procurement of production materials to ensure the production flow
- o Material planning / procurement of non-production materials
- o Create and send requests for quotation (RFQs)
- o Follow-up of order confirmations
- o Delivery date follow-up
- o Clarification of complaint cases

- **Strategic Purchasing (20 %)**

- o Independent takeover of at least one material group
- o You further develop current suppliers / you establish new suppliers / you phase out suppliers
- o Price analyses and recommendations for action
- o Cost optimisation strategies and implementation
- o Independently conduct price negotiations with suppliers
- o Take over purchasing projects

Your Profile:

- You are someone who wants to add value. Someone who goes the extra mile. Someone who, in addition to analytical ability, can simultaneously turn strategies into reality. You are someone who proactively initiates and implements changes and improvements. You are someone who courageously strives forward and thinks only in terms of solutions.
- Degree in Business Administration, Supply Chain Management or similar.
- At least 4-5 years of professional experience in purchasing and/or materials planning and/or procurement and/or logistics
- Business fluent in written and spoken English
- Strong experience and knowledge in operational procurement / material planning
- Strong negotiating skills
- Independent, structured and goal-oriented way of working
- Ability to work in a team and high level of initiative
- Strong communication skills, ability to cooperate and deal with conflicts as well as social competence
- Reliability, willingness to perform, trustworthiness and a solution-oriented way of working
- Your strengths include a strong organisational talent, a high level of enthusiasm and the perseverance to achieve ambitious goals.
- At least good SAP knowledge
- Confident handling of the MS Office package (especially Excel and Power Point)

Our Offer:

- Varied tasks with room for development (perspective of deputy purchasing manager)
- Very good induction
- We support you in your personal development and career process (e.g. development meetings twice a year)
- Training and further education opportunities
- You will have the opportunity to contribute and develop your know-how in various projects.
- You will work in a modern environment and will be able to develop this from the very beginning
- An open-ended employment contract
- 29 days holiday entitlement
- 39 h/ week
- Company pension scheme
- Attractive salary

If you have any questions and we have aroused your interest, please contact Dennis Roth (Tel.: +49 1607617593; E-Mail: dennis.roth@gurtec.com).

If you would like to become part of our team in a company that has been known for quality and reliability for over 50 years, then do not hesitate to send your application documents to the following e-mail addresses: info@gurtec.com & dennis.roth@gurtec.com

Homepage: www.gurtec.com