



Performs the recruitment and selection process for a multinational company specialized in production and distribution of mechanical components, for the following position:

BUYER

Location – Cluj-Napoca

Responsibilities:

- Purchase order management (release and monitoring)
- Purchase price control and monitoring
- Payment term monitoring for each supplier
- Maintaining a good level of communication with Sales team regarding incoming goods
- Maintaining a good level of communication with Financial team regarding due payments towards suppliers
- Maintaining a good level of communication with Quality department regarding quality claims towards suppliers

Requirements :

- Superior education in economics or technical field
- English language knowledge – advanced both in written and oral communication.
- Good knowledge of MS Office pack (Excel, Word, PowerPoint, etc.)
- Good communication skills
- Team player spirit
- Good resistance to stress
- Good self-organizing skills
- Proactive attitude
- Self-driven for continuous personal improvement and continuous learning
- Familiar with logistics operations, terms and terminology can be considered an advantage.
- Professional attitude towards colleagues and external partners
- Result oriented

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For other information I' ll be happy to answer your questions

Raluca Vătămănescu

PSIHOSELECT



Talent Matchmaker

Mobile: 004-0755-041440

E-mail: raluca.vatamanescu@psihoselect.ro

www.psihoselect.ro

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