



Zobele Bulgaria is part of Zobele Group, a multinational, global leader in product development and manufacturing, key partner of the top Home & Personal Care FMCG's companies. To meet our growth challenges we're looking for proactive, enthusiastic and talented professionals willing to join our team. Our site based in Stryama, Bulgaria, is currently looking for a:

Procurement Specialist

Reporting to the Procurement Manager, our Procurement Specialist is responsible for processing orders for direct and indirect materials, follow up from the need of purchasing till the end delivery in the plant.

Responsibilities:

- Place purchase orders (POs) for direct and indirect materials
- Order confirmations and update PO delivery schedules
- Follow up on open POs and expedite with supplier
- Update the SAP Procurement database
- Maintain, monitor and control inventories of materials necessary to meet production demands,
- Weekly and monthly reporting
- Resolve issues through immediate action or short-term planning



Requirements:

- University Degree in Business, Logistics or similar.
- Full proficiency in Bulgarian, fluency in English
- MS Office, advanced excel; ERP (SAP) experience in procurement functions is an advantage
- Minimum experience in similar roles or Import/export experience, better if in manufacturing companies
- Excellent interpersonal communication skills
- Positive attitude, strong customer service orientation.
- Ambitious, enthusiastic, and team oriented professional
- Ability to handle priorities and to take a proactive approach to overcome challenges and achieve results

Interested?

Apply online today at <https://www.zobele.com/content/work-us> and become part of our professional team. Please send your application in English till 12th of March 2019. Only short-listed applicants will be contacted for an interview. All documents will be treated in the strictest confidentiality. For additional information please contact our HR Department at +359 32 279666. By submitting your application for an open position in Zobele Bulgaria, as by the law, you agree that we will process the personal data you provide with your application documents (CV, Motivation letter etc.) for recruiting purposes.

Месторабота Стряма; Постоянна работа; Пълно работно време; Подходяща и за кандидати с малък или без опит