

JOB OFFER for the position: PROCUREMENT SPECIALIST

PMPoland S.A. - Paper Machinery Poroducer

We are Polish - American joint-stock company with over 160 years of experience in the paper industry. We specialize in the design and supply of complete technological lines for manufacturing a wide range of paper from hygiene to boxes. We are known for our innovative approach to business processes. We operate in an international environment, our branches are located in China and the United States.

General scope duties of the work station:

- Precise customer needs in collaboration with a salesman, application engineer and the supplier,
- Procuration offers from suppliers in therms of technical specifications, prices, deadlines and conditions of business,
- Analysis, evaluation and recommendation of the best bid,
- Negotiation of the best technical terms and conditions of the contract in relation to the budget and contidions set by the project manager,
- Monitoring and logistics of order processing,
- Complpains delivery and recovery from cost suppliers incurred by the company,
- Final evaluation of suppliers after realization of the main projects.

Requirements:

- Higher technical education,
- Knowledge of English (good level), welcome knowledge of other languages,
- Experience in a similar position,
- Highly developed communication skills and negotiation skills,
- The ability to work in a team,
- The desire to develop and expand of professional competence.

We offer:

- Work in the international, dynamically growing company in the paper industry,
- Independent, ambitious work station and participation in creating and development product company,
- Interestingly, foreign business trips (around the world),
- Attractive incentive system and social support (subsidies to housing and commuting, leisure and forms of financing sports and cultural activities:BenefitSystems cards and carnets to Termy Cieplkie and a package of preventing testing),
- Possibility of raising qualifications and licenses, and the development of professional competence within the University PMP, including technical training and language courses and other development training,
- Attractive geographical location of Jelenia Góra - opportunities for summer and winter sports (cycling routes, cross-country skiing and downhill skiing, mountain tourism).

We reserve the right to contact only with selected candidates.

Please include in your CV the following clause: I agree to the processing of my personal data for the puposes necessary for the recruitment process.

