

INDUSTRIE ELEKTRONIK



ENTWICKLUNG DESIGN FERTIGUNG TESTCENTER LOGISTIK SERVICE

PURCHASING CLERK ELECTRONICS (m/f/d)

COMPANY

E.P. Elektro-Projekt has been active worldwide for over 60 years with a good 100 employees in the fields of electronics, automation and software. We serve well-known customers in a wide range of industries. Our success is based on competence, passion and mutual support. With development and manufacturing we are active in two areas:
 In the field of **electronics**, we develop and manufacture devices and components for our customers for use in industrial environments.
 In the field of **automation**, we plan and build control systems and instrumentation and control technology for industrial production and commission them worldwide.

YOUR FIELD OF WORK

Procurement of electronic components and printed circuit boards
Independent processing of administrative purchasing processes
Preparation of quotations and preparation of quotation comparisons
Processing of orders incl. master data maintenance
Processing of order confirmations and reconciliation in case of deviations
Monitoring of delivery dates and initiation of measures if necessary
Invoice control and posting, defect processing (from defect report to posting)

YOUR OFFER

Commercial and/or technical training ideally with experience in the purchasing of electronic parts
 Good communication skills externally and internally
 Secure knowledge of German and English
 Confident handling of MS Office and ERP systems (we use Dynamics NAV)

YOUR WORKING TIME

38 hours/week in a flexitime model

OUR OFFER

Varied, technically interesting tasks with development opportunities
 Collegial and committed team
 Fair and performance-related compensation with participation in the company's success
 Attractive social benefits such as company pension and health care plans, company sports programs, etc.

ARE YOU INTERESTED?

Then we would like to get to know you and look forward to receiving your application.

YOUR CONTACT PERSON

Mr. Zieger (0751 4005-116)

E.P. Elektro-Projekt GmbH & Co KG

OUR CONTACT DETAILS

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If you apply by e-mail, please send us your application documents **in PDF format only**.

Thank you very much!

You also can apply directly [here](https://www.epelektroprojekt.de).