



careers@ndieurope.com

Be Different. Be Better.

## Purchaser

(w/m/d)



Professionelles Onboarding



Gute Work-Life-Balance



Mobiles Arbeiten

## FRAGEN?

07732 82 34 - 144

www.ndieurope.com



Innovation in therapy and diagnosis - that is what we are committed to.

Leading medical technology companies worldwide rely on our 3D tracking technology – we have been the global market leader in this field for over 20 years. Our expertise as an innovative high-tech company for the realization of modern, digital solutions in medical application fields is a central component of our success.

### INSIDE

People work for NDI at four locations worldwide. The cultural diversity in our globally active company and the demands of the high-tech medical industry make for a stimulating work environment. The knowledge, enthusiasm and experience of our employees are essential to our success. And everyone knows everyone by name – including our colleagues in Canada, the USA and Hong Kong. We trust each other, are honest with each other and can celebrate with each other. And we do it across hierarchies – that's what makes work fun!

We are looking for a hands-on, committed person to join our well-established team in the Purchasing department:

### TASKS

- You take responsibility for the procurement of production materials and ensure the availability of materials in production, considering quality, price and delivery
- You will also plan and manage production and external production orders on the basis of customer orders and forecasts and communicate with other departments in the event of schedule delays
- You maintain purchasing-relevant master data in the ERP system, carry out supplier evaluations, support audits and conclude framework agreements in accordance with specifications
- You will check invoices in accordance with GoB, ensure that documents are filed correctly and, if necessary, deputize for colleagues in the purchasing department

### PROFILE

- You have successfully completed commercial vocational training or a degree and already have several years of professional experience in operational purchasing, preferably in scheduling using ERP systems
- You are experienced in the use of MS Office, especially Excel
- You also have a strong technical understanding and work independently, in a structured and conscientious manner
- With your ability to work in a team and your good knowledge of German and English, you will be responsible for communicating with our internal and external contacts