

Operational Buyer with German

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Company: Advisory Group TEST Human Resources

Location: Kraków

Category: business-and-financial-operations

Lufthansa is the largest airline in Germany and one of the leading airlines in the world.

As the Lufthansa Group Business Services' employee you will become part of the organization that supports the aviation business. Our teams handle accounting, look after our customers' employees, run procurement processes and take care of IT applications.

Everything contributes to a great travel experience for Lufthansa Group customers.

Region: Kraków, małopolskie

What we are looking for:

Min. a year of professional experience in the area of procurement/logistics/supply chain or customer service

Motivation to develop in procurement

Very good English and German skills (min. B2)

Working knowledge of MS Office (in particular Excel and PowerPoint)

Good command of Procurement related tools will be an asset

Strong communication and interpersonal skills

Solution orientation

Great attention to detail and strong organizational skills

In your new job you will:

Verify of purchase requisition's completeness and correctness of chosen buying channel

Complete and release of purchase orders based on purchase requisitions for Lufthansa group companies

Be responsible for changes/ adjustments in purchase orders

Cooperate with suppliers (handling operational issues e.g. delivery issues, price differences, product unavailability)

Be responsible for Master Data Management - triggering of new vendor creation and vendor's master data changes

Handle independently calls and e-mails in a timely and professional manner

Handle escalations (conducts error analyses and provides comprehensive solution to the end customer upon approval of supervisor)

Support less experienced team members in daily operational work, sharing information and working in a collaborative manner

Perform internal and external reporting tasks, quality checks, KPI check & comments

By working with us you gain:

trending_up

Attractive development opportunities in Procurement

home

Possibility to adjust the place and hours of work to private needs

local_hospital

Private medical care for employees and their families

beach_access

Possibility to fulfil a dream about far journeys with attractive discounts for flight tickets

For our employees we offer:

Hybrid working model (working in the office 1 day/week)

Opportunity to work from each part of Poland during remote work

Flexible working time

New branded and modern office: 200 adjustable desks, several types of meeting rooms, bike amenities, lounge rooms and chill out spaces, cozy kitchens and excellent public transport in a walking distance

Continuous improvement environment

Supportive & friendly working atmosphere - we work towards a joint success

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