



## ACHETEUR TECHNIQUE

En vue d'un CDI, Ettelbruck – Grand-Duché du Luxembourg

### **Function :**

- Communicates and liaises between internal material seekers (engineering department, production, technicians...) and suppliers: request to suppliers (price, quality, delivery), suppliers' selection, order and delivery details.
- Responsible for the monitoring of the order progress:
  - negotiation with suppliers
  - order information conform to purchase request
  - delivery conform to order (delivery time, quality and quantity)
  - invoice conform to order
- Ensures administrative control of orders:
  - accepting orders for outside services (classification if paper)
  - grouping orders relating to the same potential supplier
  - effecting request for offers
  - e-mailing or faxing orders
  - requesting an order confirmation
  - classifying order confirmations and orders
  - monitoring delivery dates (reminders, refusals of lateness) and communication to requesting parties
  - classifying delivery notes
  - connecting delivery notes with invoices
  - effecting financial replenishment
  - complaints and monitoring in cases of invoice errors
  - correlating payment note, account number, project number and department manager
  - transmitting invoices to the accounts department
- Creation and maintenance of related data: suppliers (in accordance with accounting specifications), items/articles (in accordance with technical specifications)
- Suggesting improvements of the CRM control system
- Assists the Purchasing unit Manager (specifically regarding: purchasing policy, suppliers' selection, cost optimization, review of the factory inventory) and replace him while absent.

**Profile:**

- Mechanical degree (BAC+2 ) with basic knowledge in electronics-electricity
- Minimum recent professional experience (1 to 3 years) in one of the following activities: engineering, manufacturing or purchasing, preferably in the special machinery industry or related machinery
- Verbal & written communication skills in English, French and/or German
- Methodical and structured working skills and sense of detail
- Strong personality, communication, interpersonal and negotiation skills
- Respect of planning
- Able to maintain a rhythm of work under pressure
- Flexible and ready to travel worldwide for short period (max 2 weeks /year)

**To apply :**

- Send your resume and application letter to our HR Department: melanie.schmitz@lease.lu.
- By submitting your application, you give your consent for the collection and processing of your personal data in order to fill a vacancy and/or to be registered in our recruitment pool.
- Your application will be treated with all our consideration