



Head of Dispo Center Team

Freudenberg is a global technology group that strengthens its customers and society long-term through forward-looking innovations. Together with our partners, customers and the world of science, we develop leading-edge technologies, and excellent products, solutions and services for 40 market segments. The Freudenberg Group employs some fifty thousand people in around 60 countries worldwide and generates sales of nearly nine billion euros.

Freudenberg Performance Materials is a leading global supplier of innovative technical textiles for the markets of automotive, building materials, apparel, energy, filter media, healthcare and building interiors, among others. The company generates sales of more than 1 billion euros, has 33 production sites in 14 countries around the world and some five thousand employees. Freudenberg Performance Materials attaches great importance to social and ecological responsibility as the basis for its business success.

Responsibilities:

- Coordinates and develop the local Dispo Center Team;
- Trigger purchase orders in the system
- Verify, enter order confirmations and adjust the purchase order if necessary;
- Verify and release invoices
- Negotiate critical overdue orders with the management of supplier;
- Act as first contact person for quality and delivery date deviations as well as invoice deviation regarding quantity
- Ensure compliance with OTD and a low stock level
- Track the deliveries (dunning if necessary)
- Forwards and tracks of Q-notifications internally with quality assurance and externally to the supplier
- Ensures data quality in ERP system, transparency and control of local activities.

Our expectations:

- Successfully completed business or technical studies;
- Leadership experience minimum 2 years;
- At least 3-5 years experience in the procurement of external materials;
- Very good knowledge about MS Office;
- A good SAP knowledge is an advantage;
- Very good knowledge of German and English in speaking and writing;
- Ability to build, organize and develop teams;
- Communication and persuasive skills and a high level of commitment;
- Independent, structured way of working;
- Flexibility, ability to work in a team, sense of responsibility and convincing appearance.

If you like to make a difference and if you would like to be a part of a growing, successful company, then this is the moment to join Freudenberg and become part of a great team! Please send us your resume to hr.romania@freudenberg-pm.com.