



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 50,000 people in around 60 countries worldwide and generates sales of nearly 9 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 5,000 employees. Freudenberg Performance Materials attaches great importance to social and ecological responsibility as the basis for its business success.

Procurement Specialist with German (m/f/d)

Responsibilities:

- Triggering purchase orders for info records stored in the system
- Verifying and entering order confirmations (quantities and delivery date).
- Adjusting the purchase order if needed
- Verifying the invoices (quantity variance) and releasing them if necessary
- Tracking the deliveries (dunning if necessary)
- Ensuring compliance with On-Time Delivery and a low stock level
- Execution of the intercompany order including deposit of the info record
- Forwarding and tracking of Quality-notifications internally with quality assurance and externally to the supplier
- Exchange supplier performance with the Commodity Buyers

Our expectations:

- University graduate
- Experience in the procurement/customer service area
- Fluent in German
- Good English skills
- SAP knowledge is an advantage
- Use of the usual Microsoft software
- Strong time management and organizational skills
- Excellent communication and management of change skills
- Demonstrates drive and execution

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.