



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.

Purchasing Specialist IT

Responsibilities:

- Manage purchase requisitions for IT material and services (hardware, software, consulting, services, etc.)
- Processing and administration of invoice receipts including service entries in SAP
- Contract Management
- Act as interface between purchasing and IT
- General administration and assistance activities (leasing, asset management, etc.)
- Support improvement of existing processes and procedures
- Backing the project management office in all administrative tasks

Our expectations:

- Possess a proven track record of similar position in a manufacturing company
- > 2 years professional experience
- Proven experiences in purchase requisitions and invoice administration
- Working practice in a multinational environment is beneficial
- Superior English skills, German would be beneficial
- SAP S4 knowledge
- Strong communication skills with ability to collaborate effectively
- Self-motivated and pro-active character
- Interculturally independent with openness, cross-cultural sensitivity, and respect

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.