


Starlinger is a pioneer for machines and process technology in the international circular economy for plastic packaging solutions. We are convinced of our mission, we accept professional and personal challenges and believe in the quality, necessity and positive impact of our work. Our innvoative achievements give us security and stability for further great ideas and the opportunity to make our company fit for the future.

To strengthen our team in Weissenbach an der Triesting we are looking for

# Buyer (m/f/d)

## Your Contribution

In this key role, you will form the organisational backbone of our team: you will  manage all administrative pruchasing and ordering processes with precision, ensure first-class master data quality and reliably meet all deadlines at the various interfaces. Let your eye for detail be a key factor in or shared success.

## That´s what your role is all about

- Your are responsible for ensuring that orders are processed promptly and accurately on the basis of purchase requisitions from the Order Centre or the Customer Service Centre, as well as on reorder points.
- You will collect order confirmations, check them and enter them into the system. In doing so, you will pay particular attention to ensuring that the agreed terms (prices, quantities, deadlines) are correct.
- You create, maintain and, where necessary, update supplier, item and terms master data in our ERP

System. In addition, you enter framework agreements, price scales and delivery times to ensure high data quality.

- You resolve price, quantity and material discrepancies in close coordination with the finance departement, our quality assurance team and our suppliers. In doing so, you will support our Quality Assurance team with the commercial processing of returns, complaints and credit note requests.
- You will monitor delivery dates, handle reminders in the event of late deliveries and track contract termination and renewal deadlines.

# You can utilise these skills

- You will have completed a commercial apprenticeship (office administrator, industrial clerk) and have 1-5 years exerpience in administration and order processing, ideally wihtin a procuement departement.
- You have already worked with standard ERP systems and are fully proficient in MS Office.
- You have a good command of German (C2) - both spoken and written - and a good command of English (B2), primarily for writeen communication.
- You are reliable, meticulous and highly service- and team-oriented.

# We can prepare this offer for you

- A varied position in an international company, in an interesting, rapidly growing and innovative field
- A committed and dynamic team
- Company events
- Participation in the company's success
- Home office option (currently one day/week)
- Flexible working hours

The basic salary for this role, as set out in the collective agreement, is approx. Euro 3.000,-- gross per month, Depending on qualifications and prior professional experience we are willing to offer an overpayment in line with the market rates.

Become part of our team and shape the future together with us!

Apply know

## Contact

Learn more about us: www.starlinger.com