



Purchasing Assistant (m/f/d)

Would you like to do more than just support the Purchasing team – would you also like to take on responsibility for your own area? Then you've come to the right place! To strengthen our team, we're looking for a dedicated Purchasing Assistant who not only wants to help shape day-to-day operations but is also keen to seize the opportunity to develop both professionally and personally. We're offering a 12-month fixed-term, part-time role in a dynamic working environment, with clear career prospects and the opportunity to manage projects and product groups independently.

Bell Deutschland GmbH & Co. KG
Brookdamm 21
21217 Seevetal

Contract type Temporary
Workload 60% - 77%
Start of employment as of now
Language German
Working time model Flexitime

Do you have any questions?



Alexandra Seeler
Personnel Officer
+49 40 768 005 335

Apply online



You can find all the details online as well as the opportunity to apply directly.

Your tasks

- Obtaining and evaluating quotations: You will obtain quotations from our suppliers, evaluate them and prepare for negotiations
- Placing and monitoring orders: You will place orders independently and record and check order confirmations
- Maintaining base data: You will maintain and update supplier and material base data in our ERP system (SAP)
- Maintaining material master data: You will maintain and update material master data in our ERP system (SAP) and relevant IT tools to ensure compliance with future European regulatory requirements
- Monitoring deadlines and complaints: You will monitor compliance with delivery deadlines and handle any complaints
- Supplier communication: You will act as the point of contact for our suppliers on all matters relating to day-to-day business

What you bring with you

- Completed commercial apprenticeship
- Professional experience in a similar role would be desirable
- Proficiency in MS Office: Excel, Word, Outlook
- Knowledge of ERP systems desirable, ideally SAP
- Good command of English desirable
- Ability to work independently and take initiative
- Interpersonal, communication and organisational skills

What we offer



Work-life balance

We offer 30 vacation days, a flexitime system and special leave for important events such as marriage and birth. You can also organise your days to work in the office as well as remotely (one day/week). In addition, you do not work on 24 December and 31 December.



Catering

Benefit from high-quality products at greatly reduced prices in our factory outlet.



Company events

Experience unforgettable moments at our company events – celebrate and socialise together!