



Title: Purchasing analyst (Student) Europe

Department: Purchasing

Principle Duties and Responsibilities:

- Support the order confirmation process by timely entry of supplier confirmation responses and follow up on unconfirmed purchase orders. Document all identified issues in the Inquiry tool to allow for timely resolution
- Entry of supplier quote responses, same day if received by 6pm CET, and adherence to DSSI document retention guidelines.
- Follow up and obtain supplier quote responses not received within expected timeframe.
- Quality and timely entry of customer orders per established order entry process
- Follow up on the shipment status (delivery follow-up) of all applicable items. Aggressively pursue all avenues to ensure timely shipment and receipt of shipment confirmation and tracking information. Identify and either work to resolve root causes or escalate to reduce future workload.
- Expedient resolution of identified inquiries.

Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills.
- English – fluent
- German - intermediate
- Strong computer skills including Microsoft Office software applications.
- Ability to balance the need to proactively and aggressively manage interactions with the supply base while reacting to daily customer transactions.
- Well organized and able to handle multiple tasks calmly and accurately.
- Confidently apply knowledge to problem solve with minimal support.

Interested?

Please submit your CV to: Imarman@directsourcing.com

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