

We are looking for:

OPERATIVE BUYER



Duties and Responsibilities

- Monitor and further develop the existing supplier base.
- Identify potential cost savings.
- Expand the supplier base as required.
- Analyze supplier performance gaps regarding product quality, delivery times, costs, and technology.
- Analyze procurement markets to ensure material supply.
- Independently prepare and conduct purchasing negotiations.
- Manage purchase orders and ensure timely order processing.
- Review order confirmations and follow up on open purchase orders.
- Monitor delivery dates and coordinate with suppliers to ensure on-time delivery.
- Support the availability of materials required for production.
- Communicate with suppliers regarding delivery delays, quantity discrepancies, and other order-related issues.
- Maintain purchasing and supplier-related data.



Qualifications and Requirements:

- Completed commercial/vocational training or degree in Supply Chain Management, Purchasing, or a comparable field.
- Several years of professional experience in purchasing, ideally in a manufacturing environment.
- Experience in international supplier management.
- Strong negotiation skills and assertiveness.
- Strong communication skills with business-fluent English; German language skills are an advantage.



Job Information:

- Competitive salary
- Free dental insurance to all regular full-time employees and eligible dependents - Free life insurance to all regular full-time employees and eligible dependents
- Free health insurance to all regular full-time employees and eligible dependents - Simple IRA retirement plan after 1 year
- Paid holidays (13 days), paid vacation (10 days), paid sick time (5 days)

APPLICATION TO CRAMER

If you are interested in this position, please contact us!

HR DEPARTMENT

by mail: hr@cramer-group.com

by phone: 603 742 3838

JOIN THE TEAM !