



German Speaking Purchasing Coordinator

A vacancy has arisen in our Odiham, Hampshire offices for a full time, permanent, Purchasing Coordinator. Fluent in both German and English, the role will involve communicating in German with Swiss customers and suppliers, including assisting with the Swiss financial accounts. Primary responsibilities will be coordinating the purchasing of supplies and purchase ordering activities for both the UK and Swiss sites, providing a professional and timely accounting service in respect to all payments of invoices through the Purchase Ledger, and any other support to the Financial Controller, Financial Accounts Manager or nominee, and Accounts team, as required.

A brief list of duties includes:

- Researching and evaluating suppliers based on quality, cost, service, quality approval for suppliers, distribution capabilities, and availability.
- Negotiating and renegotiating new and expiring contracts with suppliers, serving as primary contact in dealing with suppliers.
- Creating and sending purchase orders, evaluating lead times and run rates of stock to ensure orders for products and supplies are placed in time with the most cost-effective shipping.
- Monitoring purchases throughout their delivery process, tracking the progress of all shipments and addressing any problems.
- Ensuring that orders have been received in the UK and Swiss sites, and marked as delivered in the system, prior to the matching, input and payment of supplier invoices in an accurate and timely manner.
- Ensuring that any queries regarding supplier invoices are resolved in a timely manner.
- Liaising with other internal departments as appropriate.

The successful candidate will be expected to:

- Have excellent communication skills to business level, and be fluent in German and English, both spoken and written.
- Have relevant knowledge and understanding of financial accounts related duties, and with previous experience in purchasing, dealing with suppliers, and contracts negotiation.
- Have a strong customer service focus, and the ability to build effective working relationships with employees and external stakeholders/suppliers.
- Have the ability to work effectively in a team environment and to process deadlines.
- Be PC literate and have sound working knowledge of MS Windows-based software packages, including Microsoft Office (Word, Excel, Outlook), databases, and the internet.

Knowledge of Pegasus Opera would be beneficial.

The 35 hours per week, 7 hours per day, will be Monday to Friday. You will be joining a stable and well-established organisation in state-of-the-art offices offering a very comfortable working environment with a purpose-built facility. Benefits include annual leave 28 days rising to 33 days pa pro-rata (inclusive of Bank/Public holidays), work related contributory pension scheme, free Wi-Fi, and on-site parking.

Please apply with your latest detailed CV, a covering note, and an indication of your salary expectations, via email to: recruitment@spectro-oil.com.