

## Operational Buyer (m/f/d)

### Your Tasks

- Process internal requests for items and services (SAP / SRM), drive requests for quotation and award orders;
- Manage the Invoice workflow, verify Procurement Invoice gaps and ensure proper processing in the SAP system;
- Verify that the purchasing requests are in compliance with ENERCON procurement guidelines and catalogues;
- Support the search for potential new suppliers and during the supplier screening and supplier selection process;
- Monitor and follow up on open orders, get suppliers order confirmation, ensure on-time deliveries, drive timely action and communication with both internal customers and suppliers, avoid future delays;
- Management of order changes: Upon supplier or internal customer request, follows up with suppliers or internal customers to determine feasibility of changes; adjustment of orders if needed;
- Maintain ENERCON contract and catalogue solution for Strategic Procurement and support data management for Global Procurement (Supplier, Contract, Info record, source list);
- Contributes to supplier performance analysis, including supplier accreditation using available and defined sources of Information;
- Proactive communication with international internal customers in order to clarify detailed requirements and inform about order status.

### Your Skills

- Minimum 12 years of school or Degree;
- Minimum 1 year experience in similar role;
- Good Knowledge in IT Tools, Office and SAP;
- Good language skills in English, German as a plus;
- Analytical mind set and structured way of work required;
- Good communication skills and proactive attitude required.

## DRIVING THE FUTURE

Innovative ideas are the hallmark of our successes and move us on. We are passionate about realizing wind energy projects across the globe and meeting tomorrow`s energy technology challenges. You and your engagement can make a contribution to shape the future of renewable energies.

### APPLY NOW!

Are you interested? Then please submit your application (CV, motivation letter, certificates, earliest starting date and your salary expectation) via email to: **application-portugal@enercon.de**.

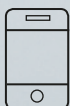
Please include the Reference code.

**Reference code:** 01.05/2021

**Location:** Lanheses / Viana do Castelo

### Contact:

application-portugal@enercon.de



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