

## Operational Buyer - Porto

Supporting the creation of "Energy for the World", ENERCON is deploying it's Global Procurement Shared Service Center, aimed at globally representing a broad range of cross-functional capabilities within ENERCON's Procurement. The SSC will offer you development opportunities, global exposure and the option to live in one of Europe's most attractive cities. Reporting to the Competence Center Director for SSC & Region Management:

### What's in it for you

- Processes internal Purchase Requisitions for products and services (SAP/SRM), drive RFQ's and award orders, in compliance with ENERCON procurement guidelines and catalogues;
- Manages PO changes in close collaboration with suppliers and internal customers;
- Manages the Invoice Workflow, verify Procurement Invoice gaps and ensure proper processing in SAP;
- Supports search, screening, selection and performance evaluation of suppliers;
- Monitors and follow-up open orders, ensure suppliers Order Confirmations, and on-time deliveries;
- Supports Master Data management for Global Procurement (Supplier, Contract, Info record, source list);
- Drive timely action and communication with both internal customers and suppliers;
- Contributes to optimize processes and implement efficiencies.

### How you will succeed

- Intensive onboarding process related to the position;
- Achieving expert user level of SAP;
- Applying good communication skills in multi-cultural environments and a proactive attitude, able to interact with different peers, up to Division Heads;
- Acting as a team player with an analytical mindset and a structured way of work.

### What we are looking for

- Minimum Bachelor in Engineering or Management;
- Minimum 6 months experience in similar role;
- Good Knowledge in Microsoft Office, SAP and Ariba as a plus;
- Proficiency in English, preferably with good skills in Portuguese and/or German.

## 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](mailto:application-portugal@enercon.de).

### Benefits

A youth and relaxed working environment  
Partially remote working.

### Contact:

[application-portugal@enercon.de](mailto:application-portugal@enercon.de)



[www.enercon.de/karriere](http://www.enercon.de/karriere)