

Junior Operativer Einkäufer * (Expert Material Planning) - Roche Ludwigsburg

(1188)

📍 Standort: Ludwigsburg 📄 Anstellungsart(en): Vollzeit

Through Franz & Wach we offer you an opportunity to join Roche Diagnostics GmbH in Penzberg.

We OFFER:

- Best salary, because we get the maximum out of it for you
- Contact at eye level - you are important to us! Your satisfaction is important to us
- We respond to your wishes and plan your future together. The focus is always on your takeover
- We are specialized in the pharmaceutical industry and complete biotechnological training courses for this purpose.
- We know the decision makers* through our years of experience in the pharmaceutical industry
- We gained hundreds of recommendations from our former employees* who are now directly employed by Roche.
- From helper*, Career changer* to doctor* - We are the right place for you!

Your tasks:

Order Handling:

Process requisitions and place purchase orders for simple and complex parts, including worldwide suppliers.

Track orders and ensure timely delivery.

Handle just-in-time (JIT) processes and Vendor-Managed Inventory (VMI).

Supplier Forecasting:

Distribute and manage forecasts for suppliers, providing comprehensive background information for review meetings.

Invoice Verification and Approval:

Review invoices for accuracy, resolve discrepancies, and handle complaints.

Provide background information for supplier review meetings.

Delivery Monitoring and Escalation:

Monitor and ensure on-time deliveries, initiating escalation measures to avoid production interruptions.

Proactively mitigate material shortages due to supplier issues.

Supplier Management and Collaboration:

Maintain operational supplier relationships and handle external access support and problem-solving in iCollab.

Communicate and explain any process changes, ensuring smooth operations via Supplier Network Collaboration (iCollab) for PO, shipping, forecasting, and eInvoicing.

Data Maintenance and Reporting:

Maintain purchasing data and supplier information in SAP and iCollab.

Generate reports on orders, supplier performance, and inventory status for informed decision-making

Training: Responsible for training new Buyer 2 and Buyer 3 team members to ensure knowledge continuity and skill

development.

Your qualifications:

- Completed bachelor's degree in business administration, economics or related fields with at least 1 year of relevant professional experience (in case of a subject-specific degree program)
- Or a Commercial training with at least 1 year of relevant professional experience (in case of a subject-specific degree program)
- Fluent spoken and written German and English B2
- Specialized knowledge in Transportation Management, Logistics or Procurement
- Contribute to work packages and projects
- Ability to conceptualize, design and hold presentations independently
- Working in matrix organization
- Confident in cross-team collaboration and with external suppliers
- Good analytical skills
- Good knowledge of the most common IT systems (SAP ERP, gSuite, Project Management Tools) are welcome

* Franz & Wach is a signatory of the Diversity Charter. This job advertisement is basically addressed to people of any gender or age, any origin, orientation or identity!

Franz & Wach Personalservice GmbH

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[Impressum](#)