

**PURCHASE ORDER ADMINISTRATOR
(internship in logistics/business, start Sep. 2021)**

Location: Bratislava, Slovakia

Start: September 2021

Duration: 5 months minimum

Working language: English

This internship is a part of the Placement Slovakia program organizing professional internships for foreign higher education students in Slovakia within Erasmus+ program. All applying candidates have to be confirmed to receive an Erasmus+ learning agreement for traineeships, provided by their higher education institution covering the whole internship period.

Company profile:

This position is in a Bratislava based, very successful company, a new global brand created by the merger of two key players in the fine chemicals market. We offer an impressive collection of specialty chemicals and no chemistry is too hard for us – if we don't have a compound, we'll make it! We are big enough to think and act globally, yet small enough to be flexible and innovative.

Position description:

- The main tasks of our trainee will cover the following:
- Create and send purchase orders to suppliers using SAP system
- Monitor pending and late deliveries
- Liaise with couriers and freight companies, to provide import clearance instructions Maintain suppliers contacts and details
- Perform related duties as assigned by the Purchase Administration Team Manager
- Answer telephone calls and deal with as appropriate

Qualifications:

- Excellent verbal and written communication skills in English
- Accurate keyboard skills
- Flexible, organised and reliable
- Strong problem-solving skills
- Competent computer skills, especially with MS Word and Excel
- Ability to work independently and meet deadlines
- Good supportive teamwork is essential

Knowledge and skills the trainee can learn during the internship:

- Experience with various softwares (SAP, People HR, etc.)
- Experience with global sourcing and purchasing methods
- Supply chain knowledge / know-how
- Working under ISO certifications

Benefits:

- Free accommodation provided,
- Lunch allowance
- Professional training courses
- Possibility to get a Full- time employment offer after the internship
- Support by our team before and during the internship

Interested candidates please apply by submitting [an online application form](https://www.placementslovakia.com) at www.placementslovakia.com

We look forward to hearing from you!