



GetOn, s.r.o., Nám.SNP 23, 81101 Bratislava,
T: + 421 911 476667, + 421 911 388805, F: + 421 2 54430160, E: info@geton.sk, www.geton.sk

International Purchasing Agent with Finnish or Norwegian or Danish

Location: Bratislava, Slovakia

Start: Oct. 2009.

Duration: 6-12 months

Working language: English

This work placement is part of the Placement Slovakia programme of GetOn, s.r.o. For more information please see <http://www.geton.sk/?p=home&news=5>

All applying students should be participants of Erasmus/LDV programmes with an access for a grant or funds to support their placement period.

Company profile:

This position is working for a world class employer, global market leader in Automotive Experience, Building Efficiency and Power Solutions with over 140,000 employees in 125 countries.

Position description:

The key tasks of this position include:

- Taking requests from operatives by phone/e-mail/fax requisition
- Entering purchase requisition details into ERP system
- Liaising with Branches/Sites/Suppliers
- Focal point for disputes and orders
- Administration support, master data management, evaluation of suppliers, data actualization.
- Adaptability to a changing role - We are looking for people who will challenge the source of supply and identify areas of improvement + cost saving as well as processes

Requirements on candidates:

- University student or graduate
- Computer literate - Knowledge of MS Office (in particular Excel/Word)
- Self motivated, reliable and dependability are essential to this position
- Effective interpersonal skills to properly represent the Purchasing Department to Branches and Suppliers
- knowledge of 1 Scandinavian languages plus English is requisite ie. Finnish or Norwegian or Danish,

Contribution/benefits:

- Professional support and local assistance during the whole period of placement from GetOn team
- Help in finding accommodation
- 100 Euros/month allowance towards accommodation costs

Interested candidates please apply by sending your CV to info@geton.sk

We look forward to arranging a phone interview with you.

Contact:

Mr Karol Ovesny

Placement Slovakia Programme

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