



TRUSTWORTHY, HONEST AND COMMITTED. BE PART OF OUR TEAM!

Immediate Purchasing Officer (m/f/d)

The foundation of Seifert Systems was laid in 1965, when engineer Rolf Seifert recognised the need to keep electronics in an industrial environment at a uniformly low temperature level and to safely dissipate any heat loss that occurs.

With the experience of more than 55 years, Seifert Systems has grown into a group of companies with its own subsidiaries in Malta, Switzerland, Austria, France, Italy, USA and Australia. Long-standing partnerships enable us to operate successfully worldwide.

JOB DESCRIPTION & RESPONSIBILITIES

Reporting to the Head Purchasing & Logistics, the Purchasing Officer will monitor inventory, perform buying duties, contact suppliers to schedule or expedite deliveries, coordinate respective deliveries and carry out clerical work related to purchasing, inventory and import.

Main responsibilities include:

- Order entry and Processing and confirming orders on the system following Material requirement reporting.
- Rescheduling orders when necessary.
- Following Purchase Orders and updating system accordingly.
- Coordinating price issues and terms.
- Updating Production with any problems in deliveries.
- Request quotations when required.
- To request any documentation needed, including certificate of origin and suppliers' declaration.
- Following up the transit of the components to make sure cargo arrives in time and good order.

MINIMUM REQUIREMENTS

- Sound education with a good knowledge of the English language, both spoken and written.
- Minimum of 2 years experience in purchasing.
- Organized and meticulous approach to work.
- Excellent team playing skills.
- Personal qualities of drive, energy, and enthusiasm.
- Assertiveness and an eye for detail

Interested applicants should send a covering letter together with an updated CV not later than **29th February 2024** by email to the HR Manager on hr@seifertsystems.com