

Student for Purchasing Support – Iasi

Description

Are you PASSIONATE about the automotive industry? Are you DYNAMIC, SELF MOTIVATED and excellent in COMMUNICATION?

JOIN our team and have a KEY ROLE in bringing to life the most INNOVATIVE automotive products and GROW with us in an open multicultural environment!

- Analyze and solve tasks in the field acquisition for different projects, different colleagues from Purchasing community;
- Purchasing support for different projects, according to our internal processes and rules
- Support for Advanced Purchaser in different activities
- Constant updates information in different Continental tools;
- Team support ;
- Responsible of the offices materials;

Frequently used tools: Lotus Notes, MS Office, Continental Automotive Tools.

A mentor will support you to stepwise take over own responsibility after an initial training phase which will familiarize you with our products, tools, processes and organization.

Qualifications

- On going University degree in the field of: Technical University or Financial ;
- Experience in acquisitions/sales is a plus;
- Involvement in student organizations is a plus;
- English knowledge – fluent; German knowledge – Is a plus
- MS Office Package (Excel, PowerPoint , Access) – must have.

Other skills that employers will look for include:

- Curiosity-driven learner;
- Good communication skills, assertive behavior
- Good negotiation and communications skills;
- Good understanding of the business approach;
- The ability to work in a team and as an individual;
- The ability to work under pressure and with tight deadlines;
- Culture of responsibility;
- Good organizational skills;
- People oriented;
- Capacity to set the task in an emergencies order

What we offer

- Integration Program in a professional, young & dynamic team;
- Health & Wellness (Private Health and Dental Insurance, etc);
- Opportunity to gain experience in Purchasing area
- Professional Development Opportunities (in both Technical and Leadership Area).