



TAKRAF Group, through its established and well-known brands, TAKRAF and DELKOR, provides innovative technological solutions to the mining and associated industries. With about 1,000 employees across Europe, Africa, Asia, the Americas and Australia, we offer exciting and challenging global career opportunities.

## Project procurement assistant (m/f/d)

Temporary maternity cover for one year (twelve months) – full time (37 h) – to start as soon as possible in Leipzig, Germany.

### Your tasks:

- Support with project-specific procurement activities
- Monitoring of delivery plans and schedules, as well as support in logistics planning
- Support with the preparation of tenders, enquiries and bid comparisons
- Support with the coordination of contract negotiations
- Participation in the analysis of global procurement markets and supplier research
- Involvement in the execution of supplier audits
- Preparatory tasks for both internal and external reporting
- Assistance with other operational and administrative tasks in order to ensure the proper functioning of purchasing activities

### We offer you:

- Full time 37-hour week
- Flexible working hours and mobile work
- 30 days of holiday
- Pay in accordance with the collectively agreed pay scale, holiday pay and Christmas bonuses
- Individual professional development opportunities
- Company pension plan and health care
- On premise cafeteria
- On premise car park or bicycle room

### Your profile:

- Completed bachelor's degree or business qualification with professional experience
- Some professional experience in the field of procurement or in a similar field of activity
- Basic knowledge of contract management and purchasing law
- Basic technical understanding of procurement terms and understanding of business administration
- Analytical, structured way of working and ability to work as a team
- Good knowledge of MS Office applications, in particular, Excel, Word and Outlook
- Basic knowledge of SAP
- Good English skills (B1-B2) required, other foreign languages are an advantage

As a project procurement assistant, you can expect varied tasks within a technical and international environment. You will be supported by a dynamic and highly motivated team.

### Become a part of it!

Learn more about our global Group, our innovative products and technologies, the relevance of our solutions for a decarbonized world and more about your career with us at **[www.takraf.com](http://www.takraf.com)**.

### Now it's your turn!

If this opportunity interests you, send us your CV and covering letter to: **[jobs@takraf.com](mailto:jobs@takraf.com)** to the attention of **Ms Antje Bock**.