

Procurement Specialist / Buyer

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: **1 500 €**

Cena: **1 800 € bez DPH**

Preferovaná pracovná pozícia

Manažér logistiky

Nákupca

Preferovaná lokalita

Bratislava

Jazyky

Slovensky - Expert (C2)

Česky - Pokročilý (C1)

Anglicky - Pokročilý (C1)

Rusky - Stredne pokročilý (B2)

Zručnosti

IBM lotus notes - Pokročilý, SAP - Pokročilý, Microsoft Office - Pokročilý

Pracovné skúsenosti / Work experiences

03/2019 – 09/2020

Procurement Specialist / Buyer (creative papers)

Zameranie spoločnosti:

Wholesale of other intermediate products

- » Responsibility for stock replenishment
- » Contact with shipping companies, dealing with them about delivery dates, prices and so on
- » Administration, preparation of contracts, stock records
- » Communicating with suppliers, analyzing supply flows
- » Daily work in compyny program (QlickView) making report, sending them to excel sheet, work with them, prepare stock planning, discussion with procurement manager and general manager
- » Handling daily problems with warehouse manager, confirmations of stock quantity
- » Creating reports in SAP system

3/2017 – 03/2019

Purchaser / Buyer

Zameranie spoločnosti:

Production of plastic packaging

-Admission and assessment of assigned procurement requirements, complaint handling - Responsibility for stock replenishment and purchasing in line with market trend - Goods dispatching and handling of goods - Contact with shipping companies - Strategy development in negotiation of purchase prices, creation of purchasing policy of the company - Analysis of purchase prices, strategy development in negotiation of purchase prices, creation of purchasing policy of the company

07/2016 – 09/2016

Procurement Officer / Buyer

Zameranie spoločnosti:

Accounting and auditing activities, bookkeeping; tax advice

- » Disbursement analysis – validating and analyzing opportunities
- » Process completion - up to payment approval

- » Validating the process against sales order, validating the payment rules
- » Claims & complaints resolution
- » IT System coordination, system update

04/2012 – 6/2016

Night Auditor

Zameranie spoločnosti:

Hotel services

- » Verify all account postings and balances
 - » Transfer charges and deposits to master accounts
 - » Monitor the current status of coupon, discount, and other promotional programs
 - » Track room revenues, occupancy percentages, and other front office statistics
 - » Prepare a summary of cash, check, and credit card activities
 - » Summarize results of operations for management
 - » Prepare of End of day procedure
 - » Run end of day process in property management software (OPERA)
 - » Understand principles of auditing, balancing, and closing out accounts
 - » Know how to operate PMS, typewriters, and other front office equipment
 - » Understand and knows how to perform check-in and check-out procedures
 - » Post room charges and taxes to guest accounts
 - » Process guest charges voucher and credit card vouchers
 - » Post guest charge purchase transactions not posted by the front office cashier

10/2010 – 04/2012

Police Referent

Zameranie spoločnosti:

Government

- » Daily routine in protection of buildings of MVSR

Vzdelanie / Education

2010 - 2011

2001 - 2005