



PURCHASING SPECIALIST

wanted for a successful international design company

This is a unique opportunity to get a job working for a highly branded international furniture company and being a part of a new adventure!

We are looking for a Purchasing Specialist to support our Polish purchase team. You will have a key role in getting our suppliers to the next level and ensuring the successful execution of purchasing processes.

HOWE is among the best workplaces in Denmark, awarded by Great Place to Work. We, therefore, seek a highly motivated candidate who fits into our culture, work ethic, and environment. You are a high performer, which at HOWE means that:

- You take personal responsibility for the quality and timeliness of work. If there are problems, they are solved with independence and efficiency (whilst support is always available). Afterwards, knowledge and solutions are shared with others in the global team.
- You are highly collaborative; you help others and work within an experienced and solution-focused team.
- You are a self-directed learner and actively find the necessary information or resources to help gain the skills and knowledge required. You take ownership of problems, even if you will not ultimately solve them and manage the process until resolved.

If you have the skills and attitudes outlined above, you will find it motivating and fulfilling to work at HOWE: please do not hesitate to send us your application.

TASKS AND KEY RESPONSIBILITIES

- Daily operations (Purchase Orders processing, verification of goods receipts and invoices)
- Monitoring confirmation of orders and tracking deliveries from suppliers
- Coordinating on-time shipments to customers through collaboration with warehouse
- Ensuring corrective actions are implemented in case of delays at suppliers
- Improving lead times through correct inventory levels
- Close cooperation with component suppliers
- Maintaining data in Dynamics 365 Business Central
- Supporting Customer Service with purchase-related inquiries
- Supporting Logistics department in operational tasks
- Ad hoc tasks

Your success criteria are that your suppliers deliver on time. Ensure fast and professional feedback to both suppliers and our internal Customer Service team. You will be working on an operational level.

PERSONAL PROFILE

HOWE is a value-driven organization where the individual's capacity for self-management is crucial for success. You are independent, enterprising, responsible, design-driven and resource-conscious. You manage to build trust, are a good listener and have a good situational awareness. You are systematic and are quick to familiarize yourself with new problems. Most important is that you can work independently and have an international mindset.

PROFESSIONAL QUALIFICATIONS

You have gained first professional experience working with purchase or logistics and your educational background is on a master level with a specialization in purchase/ supply chain. You have very good communication skills in English (at least B2 level) and understand purchase procedures with a high degree of customization and made-to-order products.

It is a requirement that you are a super user working with the purchase module in eg. Microsoft Navision, SAP or similar. Ideally you will have experience from a similar high-end manufacturing company.

WHAT WE OFFER

- Interesting and challenging work in an international environment
- Comfortable and modern office located in City Park in Poznań
- Private healthcare
- Flexible working hours
- Integration events
- Fresh fruit and snacks at the office

APPLICATION

For further information about HOWE, please visit www.howe.com. Send your application written in English to HOWE att. Magdalena Kraśkiewicz on job@howe.com. Applications will be assessed and called for ongoing interviews, and the position will be filled when the right candidate has been found for the position.

HOWE a/s is a strong international brand and one of the pioneers in the development and sales of multi-usage and space-saving design furniture for the contract market. For more than 90 years HOWE has been working closely with A&Ds in order to create beautiful and functional environments with a focus on well-being. HOWE's HQ is in Odense, Denmark and has 100% owned subsidiaries in the US, UK and Poland and a representation office in France. In 2013, HOWE was awarded Denmark's best small workplace by Great Place to Work.