



## JUNIOR MANAGER SUPPLY CHAIN & PROCUREMENT (F/M)

### WHO WE ARE

pm group with branches in Paris, New York, London and Hong Kong is a global leader in design and production of Point of sales Materials and Gift with purchase for the luxury goods industry as well as the management of the associated global Supply Chain

We also provide our customers with innovative and IT-supported E2E business solutions to efficiently manage the entire Supply Chain in this business. Our customers include the world's leading cosmetics and luxury goods manufacturers.

### WHAT WE OFFER

- ✓ An interesting and varied job in an international environment
- ✓ Flexible working time
- ✓ 30 days holiday
- ✓ Development and cross training
- ✓ Strategies for reconciling family and working life
- ✓ Attractive additional benefits such as child care allowance, capital contributions, pension subsidy
- ✓ Assistance with relocation

### TASKS

- ✓ Check stock, lead time and pricing with suppliers
- ✓ Place orders with suppliers
- ✓ Prepare delivery / customs documentation and invoices
- ✓ Communicate with customers, suppliers and logistic partner in German and English
- ✓ Manage courier and forwarding companies including price enquiries
- ✓ Manage purchase orders in our ERP system
- ✓ Maintain data of our client's web shops
- ✓ Continuous optimization of the supply chain and purchasing processes

### QUALIFICATION

- ✓ Completed apprenticeship in logistics, wholesale and foreign trade or as an industrial clerk
- ✓ Computer literacy with an especially strong knowledge of MS Office and the ability to analyze data
- ✓ Previous experience in a Purchasing & Supply Chain environment
- ✓ ERP System and customs knowledge preferable
- ✓ Confident and effective communication
- ✓ Keen attention to detail and ability to multi task and prioritize workload accordingly
- ✓ Ability to work independently and as part of a team
- ✓ Negotiable German and English skills complete your profile

### WE ARE LOOKING FOR YOU

To join our Supply Chain Team at our head quarter in Obertshausen (Frankfurt am Main).

Do you feel comfortable working in a fast-paced, time sensitive environment? This is the position for you! We are happy to receive your CV, including your earliest possible starting date and salary expectation to [application@pm-g.eu](mailto:application@pm-g.eu) A first interview via Skype would be possible.