

For our client, an international company operating in a global environment, we are currently looking for a **Junior Data Entry Specialist**. This is an entry-level position focused on data entry, verification, and maintaining data quality in the systems.

Junior Data Entry Specialist (Procurement)

Nr ref.: 370/9/2026/AK/270625/jobs.pl Kraków (małopolskie)

What you can expect from us?

- temporary employment contract (18 months)
- onsite trainings giving you the opportunity to learn and grow, shaping your career
- private medical care for you and your family
- lunch card for onsite canteen
- social events such as: family events, football league, charity auctions
- attractive remuneration based on your experience and skills, other financial benefits such as an annual and Christmas bonus
- comfortable working environment (Library, relaxation area, casual dress code)

Employment agency entry number 47

this job offer is intended for people over 18 years of age

What will your tasks involve?

- data entry and maintenance of purchase orders across multiple countries and entities
- ensuring data accuracy on various levels and systems
- managing relationships with external business partners (suppliers) at the operational level to ensure full compliance with order details
- contributing to the roll-out of the new GEP tool
- driving effective communication and cooperation with internal teams

What we expect from you?

- fluent in English verbal and written communication. A second European language will be an advantage
- very good knowledge of Microsoft Excel
- engagement to operate proactively, anticipating possible problems, opportunities, and challenges
- open mindset, continuous improvement approach, and excellent communication skills
- nice to have: higher education in Business or a related field; work experience in an SAP environment would be an asset