Do you speak German and have proven experience in a corporate environment?

Join a world-class German brand in the healthcare industry and take the next step in your professional journey this November. **APPLY!**

Procurement Processing Specialist with German

Nr ref.: 443/9/2026/PK/270706/jobs.pl Wrocław (dolnośląskie)

What you can expect from us?

- Professional growth: Opportunity to join a dedicated Procurement Team supporting the DACH market
- Dynamic environment: Exciting challenges in a rapidly-growing GBS center in Wrocław
- Smooth hiring process: A streamlined 2-stage recruitment process
- Structured onboarding: Comprehensive training supported by a dedicated Buddy
- Work-life balance: Hybrid working model and flexible working hours
- Contract stability: Employment via Randstad for the first 3-6 months
- Extensive benefits package: Private medical care (individual & family), group insurance (PZU), and sports cards (for you and your family)

Employment agency entry number 47

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

What will your tasks involve?

- Efficient and effective processing and creation of Indirect Purchase Requisitions from internal employees (different departments/countries) based on defined standard processes and regulatory compliance
- Creating of Direct Purchase Orders for goods and/or services to external suppliers
- Performing quality audits of requirements and documentation
- Supporting internal business partners with Purchase Requisition creation
- Responding to queries from internal employees concerning Procurement process
- Supporting additional tasks related to Plant Maintenance (e.g. Purchase Info Records creation and update)
- Responding to stakeholder’s demands related to training and reporting

What we expect from you?

- Professional experience: Proven experience (around 1 year onwards) in a corporate environment - preferably in Procurement, or related fields such as Purchasing, Operational Buying, Order to Cash / Accounts Receivable, Master Data, Supply Chain, Logistics, Plant Maintenance Admin, Customer Care, or Help Desk
- German skills: Fluency in German (minimum B2 level), both written and spoken, for daily business communication
- English skills: Good command of English (minimum B1/B2 level) for internal collaboration
- Education: Bachelor’s degree (or equivalent)
- Technical skills: Experience with SAP ERP is preferred
- Availability: Ready to join us in November 2026