On behalf of our client, an international family-owned healthcare and pharmaceutical company, we are seeking professionals to join their newly established Global Business Services (GBS) center in Wroclaw. As part of the newly formed Procurement team for the DACH region, you will be responsible for purchase order processing and ensuring the timely delivery of goods and services. This is an ideal role for customer-oriented individuals with excellent communication skills.

Procurement Processing Specialist with German

Nr ref.: 34/10/2026/US/270776/jobs.pl Wrocław (dolnośląskie)

What you can expect from us?

- Employment based on a temporary employment contract
- Full-time hybrid work
- Subsidies for private medical care and sports cards
- An option to enroll in life insurance
- Opportunity to work for an international company that is a global leader in its industry

Agencja zatrudnienia – nr wpisu 47

ta oferta pracy przeznaczona jest dla osób powyżej 18 roku życia

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 (eg. Purchase Info Records creation and update)
• Responding to stakeholder’s demands related to training and reporting

What we expect from you?

- Fluent German (min. B2) and communicative English (B1–B2)
- At least 1 year of experience in a procurement or sourcing role (candidates from other Finance areas, especially Order-to-Cash, are also welcome)
- Bachelor’s degree (or equivalent higher education)
- Experience with SAP systems (weBuy or SAP ERP preferred)
- Excellent communication and interpersonal skills
- Strong customer orientation, with the ability to maintain professionalism in challenging situations and effectively manage interactions with senior management and higher hierarchy levels