We are looking for a meticulous and committed **purchasing coordinator** to join our team and ensure the smooth running of our production and operational processes. In this role, you will be responsible for placing orders on time, managing supplier relationships and working closely with the production, logistics and finance departments. If you are proficient in ERP systems and want to develop your skills in an international environment – this is the job for you!

# Purchasing Coordinator

Nr ref.: 38/10/2026/NJ/270780/jobs.pl Wrocław (dolnośląskie)

## What we offer

- competitive salary
- opportunities for professional development and international collaboratio
- co-funded benefits package: private Luxmed medical care, UNUM life insurance and a wellbeing platform (MyBenefit) – Cafeteria/Sport Card
- employee referral programme
- a supportive, inclusive and growth-oriented working environment

Agencja zatrudnienia – nr wpisu 47

*ta oferta pracy przeznaczona jest dla osób powyżej 18 roku życia*

## Your tasks

- to raise and maintain timely and accurate purchase orders for indirect items
- raise orders for raw material items used in production in line with the production
- plan with the assistance of the Factory Manager/ EPM
- to monitor and manage any open POs and update accordingly
- to chase and manage back orders with suppliers
- to accurately record all incoming goods into Business Central (ERP System)
- to check incoming delivery notes against purchase orders to ensure the value and quantity match, as well as manage any differences
- to scan and file all delivery notes and related documentation for domestic and imported deliveries
- source new vendors for the factory for RM and indirect materials
- to produce any ad-hoc reports required
- to assist the EPM with any additional tasks as required
- to provide holiday or sickness cover for absent team members where appropriate

## What we expect

- ability to communicate effectively and liaise with the factory, logistics team and finance department
- to have a working understanding of the warehousing, manufacturing, inventory and purchasing modules of the ERP system (Business Central)
- to be able to carry out independent search queries in BC and be able to interpret

the results

- willingness to travel locally and International
- to be proficient in Microsoft Excel, Word and Outlook
- thorough attention to detail
- analytical thinking skills
- self-motivation