



DESCRIPTION:

TOP Electronic Components S.A., the well-known trading company of electronic and industrial components would like to hire an Employee in Purchasing Department for full time employment.

REQUIREMENTS:

- ✓ University degree at a relevant field
- ✓ Postgraduate studies
- ✓ Perfect knowledge of English language (Proficiency level)
- ✓ Perfect knowledge of MICROSOFT OFFICE
- ✓ The ability to make important decisions
- ✓ The ability to cope with the pressure of demanding targets and tight deadlines
- ✓ A flair for negotiation and networking
- ✓ Confident and mature approach
- ✓ Good team-working skills
- ✓ Effective organizational skills

Additional advantageous requirements:

- ✓ Previous business experience
- ✓ Commercial awareness
- ✓ Strong analytical and reporting skills
- ✓ Tact and diplomacy

RESPONSIBILITIES:

- ✓ Contact suppliers and manufacturers
- ✓ Place orders and observe its progress
- ✓ Negotiate prices and delivery time-scales



- ✓ Forecast levels of demand for products
- ✓ Keep a constant check on stock levels
- ✓ Process payments and invoices
- ✓ Contact transportation companies to book desired shipping schedules
- ✓ Negotiate and agree contracts, monitoring the quality of service provided
- ✓ Keep contract files and use them as reference for the future
- ✓ Produce reports and statistics using computer software
- ✓ Build and maintain good relationships with new and existing suppliers
- ✓ Attend meetings and trade conferences

COMPANY OFFERS:

- ✓ Satisfactory salary based on qualifications and experience
- ✓ Full time employment
- ✓ Continuous training
- ✓ Dynamic Working Environment
- ✓ Professional Development Prospects