



PM Studio GmbH
Samerwiesen 5
63179 Obertshausen
www.pm-g.eu

MANAGER SUPPLY CHAIN & PROCUREMENT (F/D/M)

WHO WE ARE

pm group with branches in Paris, London, Hong Kong and Dongguan is a global leader in design and production of Point of sales Materials and Gift with purchase for the luxury goods industry as well as the management of the associated global Supply Chain.

We also provide our customers with innovative and IT-supported E2E business solutions to efficiently manage the entire Supply Chain in this business. Our customers include the world's leading cosmetics and luxury goods manufacturers.

We promote equal opportunity for our employees at all levels of the company with respect to issues such as color, race, gender, age, ethnicity, or religious beliefs, and operate without unacceptable worker treatment such as the exploitation of children, physical punishment, female abuse, involuntary servitude, or other forms of abuse.

WHAT WE OFFER

- ✓ An interesting and varied job in an international environment
- ✓ Flextime and a mix of presence and mobile working
- ✓ Free drinks and parking spaces directly at our modern office
- ✓ 30 vacation days per year for a 5-days-week
- ✓ 2 mobile office days per week
- ✓ Induction, training, advanced training and support with professional and personal qualifications
- ✓ Possibilities for reconciling family and working life
- ✓ Additional benefits such as capital-buidling benefits, childcare allowance, company pension scheme, employee discounts from various providers

TASKS

- ✓ Check stock, lead time and pricing with suppliers
- ✓ Place orders with suppliers
- ✓ Prepare delivery / customs documentation and invoices
- ✓ Communicate with customers, suppliers and logistic partners in German and English
- ✓ Manage courier and forwarding companies including price enquiries
- ✓ Manage purchase orders in our ERP system
- ✓ Maintain data of our client's web shops
- ✓ Continuous optimization of the supply chain and purchasing processes

QUALIFICATION

- ✓ Completed apprenticeship in wholesale and foreign trade, logistics or as an industrial clerk
- ✓ Computer literacy with an especially strong knowledge of MS Office and the ability to analyze data
- ✓ Previous experience in a Purchasing & Supply Chain environment
- ✓ ERP System and customs knowledge preferable
- ✓ Confident and effective communication
- ✓ Keen attention to detail and ability to multitask and prioritize workload accordingly
- ✓ Ability to work independently and as part of a team
- ✓ Negotiable German and English skills complete your profile

WE ARE LOOKING FOR YOU

to join our Supply Chain & Procurement team at our head quarter in Obertshausen (Frankfurt am Main) in part-time (min. 30 hours / week) or full time (40 hours / week).

Do you feel comfortable working in a fast-paced, time sensitive environment? This is the position for you! We are happy to receive your CV, including your earliest possible starting date and salary expectation via email at application@pm-st.com The first interview will be done via Microsoft TEAMS. During the application process our privacy policy for employees and other comparable data subjects at <https://www.pm-st.com/privacy-policy/> apply.