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Service Agent (f/m)

Your responsibilities:

- Act as point of contact for employees with a need to purchase or explain the Purchase-to-Pay (P2P) to employees
- Consult employees on the right procurement channel, tool, procurement organization and provide directions and points of contact
- Support requestors in selecting the correct category of goods
- Support requestors and/or recipients by providing transparency and details on purchase requests, purchase orders, delivery status and invoice status
- Contribute to back-office quality checks for requests in SAP SRM
- Check and improve of completeness and data quality of SAP SRM shopping carts
- Check and adaptation of goods categorization and procurement organization
- Support in tool and process related training of the user community
- Alignment with direct and indirect procurement to determine the correct procurement responsible if necessary

Your profile:

- Hold a degree in supply chain / logistics
- Over 2 years of professional experience with purchase, marketing and sales
- General knowledge of SAP/MM-IM
- Detailed knowledge of MS Office
- First experiences in supply management/procurement
- Ideally experiences as a hotline agent
- Fluent English, German, French and Spanish. Additional languages are of advantage.
- Analytical and process-oriented thinking
- Good communication, moderation, presentation and organisation skills

Location: Unterschleißheim

What to expect from us:

- An interesting and diversified job
- Cordial cooperation in a great team
- Individual working models
- An above-average salary and benefits

We are looking forward to your application. Please refer to the reference number in the job description. Thank you.

Please send your application to: bewerber@scengineering.de

For further questions please contact Ulrike Kogel (08442-67932-15).