



## Vacancy summary

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# Representative

GE01400903

**Tbilisi**

**Education :** BEP - CAP

**Experience :** 1 year - 3 years

**Contract :** Long term

**Availability :** Full Time

## Vacancy details

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Representative office of the German company Famaga Group OHG - EKK Industrial Sales and Marketing Management LLC is looking for employees for the position of Purchase Manager for industrial equipment components

Responsibilities:

- \* Analysis and market research in the field of industry, search for new and potential suppliers, monitoring suppliers of competitors;
- \* Active search for new suppliers, implement the comparison of the purchase of equipment and components among suppliers within the company to provide final offers to customers;
- \* Daily reception and processing of orders from the sales department, to find the best conditions of working with suppliers (current / potential);
- \* Monitoring the passing of orders through check points and immediate intervention in case of deviations;
- \* Development, support and timely updating of the database on manufacturers and suppliers;
- \* Preparing proposals for the senior management to optimize the current supply chain;

Requirements:

- \* Knowledge of the Russian language and an additional 1 foreign language (German, Italian, Spanish, Polish, English ), since there will be active negotiations/correspondence with representatives of European brands (manufacturers/suppliers/ dealers);
- \* Fast learning, responsibility, sociability, efficiency, attentiveness.

#### Conditions:

- \* Official employment;
- \* Opportunity for professional development;
- \* Work with young, energetic and result-oriented employees;
- \* Schedule: Monday - Friday (10:00 - 19:00);
- \* The probation period is 3 months;
- \* Salary during probation period of 800 GEL;
- \* Salary after passing the probation period: 800 GEL + bonuses;
- \* Average salary: 1200-2200 GEL;
- \* Health insurance after probation period;
- \* Work place - Tbilisi. Office.

Please send your CV to the following email address: [hr@ekk.ge](mailto:hr@ekk.ge)

## Contacts

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