

Administration project handling & purchasing (m/w)

Full or part time (min. 30h)

We value your skills and will provide you with the opportunity to develop them.

Whether you have professional experience or are just starting out - we have the right job for you. Quick entry into an attractive and innovative working environment, a variety of tasks and responsibilities in a good team are guaranteed.

Your tasks

- Maintenance of projects in SAP
- Establishing of order confirmation and application
- Organisation of supplier orders and transports
- Accounting control



What you bring

- At least a Higher School Certificate (HTL, HTBLA, HAK)
- excellent MS-Office skills (Word, Excel,...)
- You are technically affine, conscientiously, well organized, and you like to challenge yourself in different areas
- You enjoy communicating with colleagues, suppliers & customers
- Ideally, you already have experience in the mentioned activities

What you get

- A modern and inspiring working environment
- Independent and autonomous work
- Exciting projects and regular team events
- Flat hierarchy, friendly environment and an informal corporate culture
- Excellent public transport
- Home office and flexible working hours
- Food allowance and fruit
- Health and fitness offers

Place of employment: Graz (A)

Minimum annual gross salary according to the metal industry collective agreement: € 29,946

A higher salary is possible depending on your qualifications and prior experience.

Become a part of our future - apply now at jobs@automationx.com