



The Masterfoam Group has been processing flexible materials using technological diversity for over 50 years. Based on flexible foam, cellular rubber, and non-woven materials, we develop and produce customized products. Masterfoam produces in the Netherlands, Romania and in Santiago d. Queretaro/Mexico and has a sales office in Germany. Masterfoam is an established partner of automotive suppliers, the packaging and general industry.

For our plant in Bistrita, Romania we are looking for:

Purchasing Assistant/Procurement Officer

We are searching for a communicative candidate who must have

experience in industrial purchasing and material procurement.

You act proactive and you are passionate about our products and our clients we serve. You will act as a point of contact for our suppliers. You will build long-lasting, mutually beneficial relationships with the contacts. You also aid internal departments by collecting information, assisting in the processing and analysis of supplier data, and identifying industry trends.

The Job Description

Your main responsibilities:

- Purchase materials, goods or services in line with specified cost, quality and delivery targets;
- Ensure continuous supply of required materials and communicate any supply problems which may impact operations;
- Contact suppliers to resolve price, quality, delivery or invoice issues;
- Research and evaluate areas of opportunity and reduce costs where possible;
- Deliver updates and reports when required;
- Develop creative and innovative procurement processes;
- Explore alternate sources for goods and materials;
- Assess tenders and quotations from potential suppliers;

- Negotiate contracts, improved prices and terms of business with suppliers and review opportunities to make business savings utilizing negotiation and procurement best practice tools and methods;
- Assess and evaluate suppliers and undertake performance reviews to ensure contract compliance and manage performance improvement activities;
- Ensure that a professional and consistent approach is taken in relation to all supplier relationships;
- Ensure compliance to company guidelines, purchasing policies and procedures

The Successful Applicant:

- Bachelor's degree in Engineering and/or Economics.
- Proven purchasing experience, preferably within an automotive or manufacturing environment.
- Ability to collect, track and analyze data.
- Adaptability and strong problem-solving skills.
- Ability to build rapport and collaborate with others within the company and externally.
- Computer and numerical skills.
- Minimum bi-lingual (English required).

The above is meant to describe the General requirements and the work carried out by this position. It should not be taken as an exhaustive list of tasks, responsibilities or requirements of this job position.

We offer:

- Permanent position with long-term job and career prospects in a growing and internationally operating company
- A wide range of tasks with a high degree of personal responsibility, a young and dynamic team and fast decision-making processes through flat hierarchies
- Plenty of room for your professional development and the chance to take responsibility to achieve sustainable growth
- Attractive and partly performance-related compensation package

Please send your application documents in English by mail to m.pascu@masterfoam.com

MASTERFOAM

Sieu-Magherus, 156^a, Bistrita,
Bistrita-Nasaud, Romania
www.masterfoam.com