



Infosys BPO Poland is one of the biggest players in the outsourcing market, offering advanced and innovative services to its clients worldwide in the field of Finance and Accounting, Purchasing, IT and Consultancy. We are among the largest employers in the Łódź region and employ over 1200 specialists that provide services to clients in 27 countries.

Currently we are looking for the candidate for the position of:

Junior Buyer with German language skills

Location: Ostrava

Responsibilities:

- Providing effective communication and professional relations with customers, suppliers and co-workers
- Responding to queries and solving problems related to Purchase Orders (getting authorisations, performing changes in the system, informing parties involved)
- Contacting clients and suppliers to solve overdue deliveries (finding new delivery date)
- Maintaining high quality of reports

Requirements:

- Successful completion of the secondary / tertiary education, professional experience is not required, also suitable for graduates
- Excellent skills in English and German language in spoken and written
- Interest in administration and purchasing
- Ability to work in a team
- Punctuality, reliability, responsibility

We offer to the candidates:

- Career in the multinational company
- Unique opportunity to take part in international projects and gain experience with various businesses
- External and internal trainings programme
- Salary adequate to your competencies
- Set of social packages to choose from

If you are interested in our offer, would like to start your professional career in Infosys BPO Poland, please do not hesitate to send us your resume to:

rekrutacja_lodz@infosys.com