



We are an engineering company engaged in the development and production of specialized environmentally friendly refrigeration technology. The technology used and integrated by MIRAI INTEX with innovative solutions opens new horizons in the field of cooling at ultra-low temperatures, aiming to minimize the negative impact of human on the environment. We offer our employees a unique opportunity to be an active part of a growing company, the ability to gain unique experience in a very interesting and innovative field.

For our growing manufacturing plant in Brno we are currently looking for talented and driven colleagues for following positions:

PURCHASING ASSISTANT

JOB DESCRIPTION:

- Dealing with the normal administrative agenda and supporting the buyer and other work related to the running of the business director's office.
- Checking and completing documents, processing various overviews and reports.
- Registration of orders, provision of information and preparation of documents for the creation of offers.
- Communication with business partners, cooperation with suppliers and maintaining and strengthening relationships with suppliers.
- Purchasing Marketing Management - Market Analysis and Research. Organization of prices and conditions.
- Keeping records and business documentation.
- Participation in the implementation and development of the company's business and sales strategy and the solution of corrective measures.
- Work with the ERP system (during and after its implementation.)

WE REQUIRE:

- Knowledge of **Czech, English and Russian** at a communicative level.
- Secondary school/university education ideally in economics.
- Knowledge of working on a PC, especially MS Office.
- Excellent communication skills, tactful and diplomatic behavior.
- Driving license - active driver.
- Experience with an ERP system is an advantage.

WE OFFER:

- Very good financial evaluation in the form of fixed wages.
- Interesting work in an international environment.
- Opportunity to actively participate in the growth and development of the company.
- Pleasant and motivated team.
- Flexible working hours.
- Free coffee and drink at the workplace.

**CLICK HERE AND SEND US YOUR
CV DIRECTLY**

