



# Purchasing Operations Clerk (f/m/d)

**Düsseldorf - Full-time - 743999786388966**

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The Purchasing Operations Clerk is responsible for acquiring goods and services for the studio with focus on reducing costs, bring a high service level to internal customers and to control external risks. The job holder must assure the quality of service and deal with purchases based on existing contracts. Furthermore, the job holder is a key position between internal customers and suppliers.

## Responsibilities

- Managing the day-to-day purchasing requests
- Be the main point of contact for orders (internally and externally)
- Follow-up control for quality, price, fulfillment and vendor performance
- Managing autonomously purchasing requests from internal teams, from the validation of the business need to the purchase order and the invoice clearing
- Establish close interactions with buyers and HQ procurement
- Establish close interactions with the inventory management
- Establish close interactions with the accounting department
- Maintains and develops a good relationship with clients and suppliers

## You as a person

As you will be working in a highly flexible and dynamic environment, supporting, coordinating with people in the studio, you need to have a service-mentality. You are accustomed and like to learn new things as there will be many challenges ahead. Furthermore, you are proactive and autonomous with good communication in English and German, interpersonal and have the ability to deal effectively and courteously with all types of external and internal contacts.

In this role you have a lot of administrative work so to succeed you will need to have a skilled eye for details. You are capable to handle large amounts of information in a structured, efficient manner by prioritization and multi-tasking.

- Bachelor's degree in Business Administration or finalized commercial apprenticeship

- Excellent interpersonal skills combined with very good oral and written communication skills
  - Enthusiasm for on-going learning, development and sharing knowledge
  - Excellent self-organization and self-motivation abilities
  - Ability and desire to work as a team player
  - Fluent German (spoken and written)
  - Very Good English (spoken and written)
  - French is beneficial
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- Relocation Support: We offer financial support in form of a cash allowance and assistance with accommodation search and settle-in support via our relocation partner, for international candidates we offer visa assistance.
  - Flexible Working Hours: We have core working times between 10:00 AM - 04:00 PM and the distribution of the other hours is up to you.
  - Development Support: Leadership training, workshops, guest speakers from the industry, online Ubisoft learning platform, coaches, paid self-study hours and library.
  - Free English and German; The business language in the studio is English. No German is required to work with us.
  - Company Pension Scheme. We offer an attractive scheme through salary sacrificing in which the employer also matches contributions
  - Up to 350€ childcare support per child per month. In addition, we also offer 5 'care for ill children days' per child per year.
  - Gym Subsidy
  - Monthly Mobility Allowance
  - Discounted Ubisoft Games