



PURCHASING SPECIALIST

Do you want to join the global drive towards electrification?

Noratel is a global manufacturer of transformer, reactors, and power supplies. 90% of products and solutions are bespoke. Our vision is to become the leading strategic partner of high-class solutions for electrical transformation worldwide by delivering outstanding quality, service, competitiveness, and innovation that will help our customers succeeding in their markets.

We are looking for an experienced and talented **Purchasing specialist** to join our dynamic and ambitious team in Poland.

Responsibilities:

- searching for and preparing inquiries in order to acquire new suppliers of materials, tools, services, etc.
- analysis of suppliers' offers, optimization of cooperation conditions,
- selection of suppliers, negotiation of terms of cooperation,
- implementation of purchases in accordance with the internal needs of the organization,
- activities related to the improvement of technical documentation: drawings, requirements, etc.
- preparing reports with statistical data on purchases, analyzing forecasts and communicating about changes,
- undertaking operational activities leading to the reduction of related costs with supplies,
- analysis and optimization of transport costs,
- administrative work in the ERP system – execution of purchase orders, data acquisition
- updating Service Net in the purchasing area
- active participation in the group of employees of the Company's Purchases,
- responsibility for a specific group of suppliers.

Qualifications:

- A graduate in Engineering preferably in technical,
- minimum 2 years overall experience,
- knowledge of English at the B2 level,
- Ms Office support, in particular Excel (a way of data visualization),
- knowledge of negotiation techniques,
- analytical skills,



- independence in decision-making,
- high communication skills,
- creativity in search of modern solutions.

Noratel can offer you:

- knowledge of another language,
- knowledge in the area of transformer production.

Benefits:

- Funding to vacations,
- Vouchers for Christmas and Easter,
- Sports card for You and Your family,
- Group care,
- Medical care with a preferential price for You and Your family.

Working at Noratel Poland:

Noratel Sp. Z O. O. is a company with 400 employees located in Dobra, Poland. Since our establishment in 1993 years, we have established us as a leading provider in our market. We are proud to design and manufacture the most comprehensive range of transformers, reactors and power supplies. Noratel Poland serve group companies and customers in industries such as renewable energy, medical technology, industrial automation, motor drives, rail and eMobility. Noratel Poland is dedicated to creating an inclusive working environment that encompasses diversity and equal opportunities. In addition to competitive terms, you'll have the chance to develop your personal profile and career in an international environment. Our success will encompass the well-being of our existing and future employees and minimization of our carbon footprint.

About Noratel Group:

Noratel was established in 1925 and is servicing industry worldwide, evolving to meet the ever-changing demands of our customers. Today we are a leading global provider, proud to offer the most comprehensive range of transformers, reactors and power supplies. Besides a comprehensive standard range product portfolio, the majority of Noratel production is dedicated to custom design and manufacturing to meet the requirements of OEM customers. Noratel employs 2000+ people across 13 countries Europe, Asia and North America. Corporate headquarters is based in Hokksund, Norway.



Specialist (mid/regular) Level

- Reporting to Purchasing Manager

Employment Type

- Full-time

Location:

- Dobra, Poland

Application:

Please forward your job application to: Human Resources Department

E-mail: jana.radzewicz@noratel.com

