



Paliria is the biggest Greek producer and exporter of ready meals and the No 1 Dolma producer in the world, exporting in more than 50 countries worldwide!

We are seeking for aspiring, talented individuals to join our Supply Chain team and share the vision of our company of being a world class ambassador of Greek and Mediterranean Cuisine for consumers around the globe!

We Are Hiring a **Buyer**.

Main Responsibilities:

- Supports the company activity by ensuring effective implementation of the overall policy on the supply management.
- Properly assess the need of material resources for production in the forthcoming year based on the analysis of inner information and production strategy.
- Develops effective plans and timetables to ensure the production with the required material sources which replicate all the relevant aspects and ensure smooth production processes and optimum quotient: price / benefit.
- Controls the amount of available raw materials in the warehouse. Appropriate identifies shortages in available stock materials to the required existing and forthcoming projects and takes measures to supply the required turnover levels.
- Traces the orders placed; monitor the regularity price lists and other documents in conformity with the procedures and systems in the company.
- Traces of appropriate information to all stakeholders on the status of the order changes or cancellation. At regular intervals brings up to date the concerned departments on the status of the request and, particularly in delays keeps in close contact with them.
- In case of delay the realization of delivery, offers to the management solutions satisfying the company and the customers.
- Responds promptly and accurately to inquiries from supplier's side, providing them with the necessary information to the extent that the internal rules of the organization allow.

Profile

- University degree in technical or business orientation
- At least 3 years of experience of working within manufacturing or FMCG environments (direct material purchasing preferred) or study in related field (purchasing, supply chain management)
- Familiarity with ERP systems
- Very good knowledge of MS Office
- Strong understanding of the production process and warehouse operation
- Stakeholders' management experience and skills
- Strategic thinking and excellent communication skills
- Excellent knowledge of English language

The company offers

- Competitive remuneration package
- Real opportunities for career development in a rapidly growing environment
- Pleasant and modern working environment