Materials Administrator - Skopje

Role and responsibilities:

- Coordinate the delivery of production materials to ensure Just-in-Time (JIT) availability.
- Support the management of inbound and outbound traffic, including working with carriers and third-party logistics providers.
- Monitor and analyze customer schedules to ensure timely and accurate release to suppliers. Maximize the cost effectiveness of this function.
- Support manufacturing and customer requirements, as well as supplier component lead times.
- Maintain and manage inventory levels to support production targets.
- Ensure accurate data management within the ERP and any other systems to reflect operational requirements.
- Collaborate with internal teams to support the introduction of new parts and engineering change notices (ECNs).
- Follow procedures and work methods to ensure 100% delivery of production materials to line, and continuously look to improve processes.
- Communicate effectively with suppliers and internal stakeholders to resolve any issues impacting the supply chain.

Technical Skills & Qualifications:

- University degree in Economics, Engineering, IT, or a related field (specialization in logistics will be considered as an advantage).
- Strong analytical abilities, excellent communication skills, and proficiency in MS Office, particularly Excel.
- Fluent in English; additional languages are a plus.
- Proactive, adaptable, and able to work effectively in a team environment. A strong drive to learn and develop in a fast-paced setting.

Please submit your CV to careers.macedonia@lear.com no later than 01 October 2024.

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