

A background image showing a woman in the foreground smiling warmly, and a man in a suit looking slightly off-camera in the background. They appear to be in a professional office setting.

Welcome to ALSO Lietuva

ALSO Lietuva UAB belongs to ALSO Holding AG (Emmen/Switzerland). ALSO brings providers and buyers of the ICT industry together. The company offers services at all levels of the ICT value chain from a single source. In the European B2B marketplace, ALSO bundles logistics services, financial services, supply services, solution services, digital services, and IT services together into individual service packages. ALSO's portfolio contains more than 160 000 articles from some 350 vendors. The Group has around 3 600 employees throughout Europe. In fiscal year 2015 (closing on December 31), the company generated net sales of 7.8 billion euros. The majority shareholder of ALSO Holding AG is the Droege Group, Düsseldorf, Germany. Further information is available at www.also.com.

ALSO Lietuva UAB continues to expand it's Center of Competence and is looking for **Purchase Specialist**

Appropriate, well-timed purchasing of needed products and management of related documents, having a purpose to buy products in the best possible conditions, which are satisfying ALSO group needs.

Duties:

- Creating purchase orders / replenishment
- Ensuring correct estimated arrival dates
- Checking purchase invoices and credit notes
- Creating price protections and PP claims
- Ensuring correct purchase prices in the system
- Handling missing/damaged products claims
- Making returns, stock rotations
- Preparing needed information for material creation into a system
- Solving problems with vendors

Requirements:

- University degree
- Strong communication skills (both spoken and written) in English (preferable also in German or French)

- Good skills in use of different Office programs (especially Excel)
- Able to work with data
- Analytical and diligent
- Able to work autonomously as well as part of a team

Experience in purchasing would be an advantage.

We can offer:

- Personal development possibilities in international environment
- Possibility to work with professional partners
- Young and friendly co-workers
- Possibility for personal improvement
- Competence corresponding salary
- Competitive compensations and benefit package
- We appreciate people and their opinion

For more information about the position, please contact Head of Center of Competence: Agnė Vasiliauskienė, Agne.Vasiliauskiene@also.com

Please send application with CV in English to HR Manager in Lithuania: human-resources-lt@also.com before 2017.08.31