



SOVENTIX GmbH, with its head office in Germany and branches in UK, South Africa, Nigeria, Canada, Chile, Kenya and Rwanda, develops, designs, constructs and operates solar and hybrid power systems on a global scale. Soventix UK is part of the international Soventix Group, and has the below vacancy to be based in London:

Procurement Coordinator

About the role:

As Project Procurement Coordinator you are responsible for providing project procurement services in a sound and ethical, professional, economically advantageous, timely and cost-effective manner. After project award you prepare a Project Procurement Plan and act as the focal point within the project for all procurement related issues.

Your duties will include:

Coordinate with suppliers, warehouse staff, and transportation companies to ensure timely delivery of goods	Collaborate with cross-functional teams, including engineering, project management, logistics, and finance, to ensure alignment and effective communication.
Generate and process purchase orders and invoices	Act as a liaison between different departments to facilitate the flow of information and address any supply chain challenges.
Communicate with internal teams to provide updates on the status of orders and resolve any issues that may arise.	To provide day to day support to the site operations team, following up procurement enquiries and problem solving with supply chains

We offer you:

Excellent Company Culture	Trusted responsibilities with opportunities to grow, both personally and professionally
Regular performance-based salary reviews.	An opportunity to work with friendly, supportive, and collaborative colleagues who are actively contributing to a profitable, growing, and successful global group
Hybrid working scheme	A company pension scheme

Your Profile / Our Requirements

Have experience in complex multi-disciplinary projects.	Knowledge of operational purchasing and supply practice, policies and procedures
Proficiency in using inventory management software and MS Office Suite (particularly Excel).	Adept at building strong, cooperative and productive relationships with internal and external stakeholders in order to successfully reach project realization;
Detail-oriented and highly organized, with the ability to multitask and prioritize tasks in a dynamic environment.	Ability to work independently with minimal supervision while also functioning effectively as part of a team.

Interested?

Please send your full application to:
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You can find more details about the Soventix GmbH on our Website www.soventix.com and on our Social Media Sites Instagram, Facebook, LinkedIn and Xing.