

## Welcome to the future of solar lighting, welcome to hei!

hei is an Austrian company, established in 2001 and based in Vienna, specialising in creating cutting edge solar outdoor lighting. We emphasis aesthetic, technical and practical excellence in every part of our business, working together to create a premium quality product. We are proud to have products installed across the globe, from the USA through Europe to the UAE. We also pride ourselves on the highly diverse nature of our colleagues, with over 15 nationalities being represented in our 40 employees!

We are currently looking to enhance and expand our team, with the addition of

## Purchasing manager (m/f/d) for electrotechnical and mechanical parts

The ideal candidate will be responsible for identifying and fostering a relationship with our suppliers and vendors. You will also oversee the implementation of the supply strategies. If the profile below sounds like a good fit, we encourage you to apply!

### Quick facts

---

- Location – Central Vienna
- Working language – English / German
- Dress code – Casual / Smart Casual
- Your own desk, no hot-desking here!

### Your tasks

---

- Procurement of electrotechnical and mechanical parts (serial production, auxiliary materials) for production of solar light poles
- Negotiation of prices, payment terms, L/Cs, frame contracts, etc.
- Creation, implementation and monitoring the performance of the purchasing strategy
- Analysis and strategic development of our international supply chain
- Development of supply and production plans to ensure timely delivery to our customers
- Determination and tracking of production figures and logistics indices (delivery performance, stock turnover rate etc.)
- Support of the production for the achievement of objectives regarding time, - quantity, - cost, - and quality standards
- Incoming goods inspection
- Maintenance of supplier's master data and operative supplier support
- Maintenance of all relevant purchasing data in the ERP system

### Your profile

---

- Completed higher technical education (technical university, technical college) in production technology, mechanical engineering, electrical engineering, or a comparable qualification
- Minimum 3 years of experience in purchasing electrotechnical and mechanical parts
- Very good knowledge of purchasing and production processes in electronics, electromechanical or lighting industry
- Strong negotiation and communication skills & the ability to work independently
- A high level of commitment, high endurance and dedication
- Entrepreneurial thinking and acting
- Good knowledge of an ERP system
- Fluent German and English, preferably also an Eastern language
- Willingness to travel
- Professional appearance and strong written and verbal communication skills
- Enthusiasm for innovative, environment-friendly products and new technologies

### Why you should apply

---

- A varied range of work in a highly dynamic growth market
- Innovative and unique products with high market potential
- An ambitious and interdisciplinary team with a flat hierarchy
- Appropriate remuneration
- Excellent personal development opportunities

The minimum annual salary (based on the Collective Agreement) amounts to € 40.000. The actual salary is higher and is aligned to professional experience and qualification.

### The application process

---

To apply please send **one document containing your CV and short covering letter** detailing why **hei** appeals to you and what skills you can bring to us to **recruitment@hei.at**.

Once received, please allow us approximately two weeks to review your application. If we see you as being a good fit, we will arrange an in-person or skype interview depending on your local availability.

From then we will evaluate your interview performance and invite you for a second follow-up interview to further get to know you and to give you a chance to meet the team.

Following a successful interview an offer is usually made!

We look forward to receiving your application!

**HEI Technology International GmbH, Ameisgasse 65, A-1140 Vienna, Austria.**