



**WE ARE
INVISIBLE.**



YOU ARE NOT!

FUCHS is the world's largest independent supplier of innovative lubrication solutions, covering almost every industry and application. Our products and solutions keep the world moving even though they are not always visible. What matters is that each of our over 6,000 employees in over 50 countries is visible – their entrepreneurial spirit, ideas, and skills are the foundation of our global business. Come be seen at FUCHS MAZIVA d.o.o. by joining us as:

PURCHASING & ADMINISTRATION SPECIALIST (M/F/D)

Location: SAMOBOR, CROATIA

Your areas of responsibility:

- Creating of input calculations
- Purchasing – ordering from local suppliers
- Entering new items into the system (new SKU-s, new customers)
- Creating work orders for waste disposal, and keeping records of waste disposal
- Support with reports for Intrastat and FZOEU
- Administrative work – mail, bank, phone

Qualifications we are looking for:

- Minimum secondary education, preferable higher education
- Minimum 2 years of relevant experience in similar work environment
- Experience of working in SAP
- Highly motivated, business oriented and used to work independently
- Strong communication skills
- Great team player, strong interpersonal and intercultural skills
- Very good written and verbal communication skills in English, native Croatian

These are your benefits:

- Professional workplace with stable international background
- Interesting, challenging tasks; independent work; individual trainings
- Competitive compensation package
- Good work-life balance

Please send your CV in English to prijava-hr@fuchs.com

Come be seen at FUCHS – join our team and move the world with us!
jobs.fuchs.com

MOVING YOUR WORLD

