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## Company

Menhir Photonics is a dynamic Swiss laser manufacturer offering laser solutions of unprecedented robustness and reliability to customers around the globe. Based in Switzerland, our team has strong expertise in the development and production of ultrafast lasers for the markets of aerospace, telecom, and metrology. For our ambitious business scale-up we are looking for a **Purchasing Manager**.

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## Job Description

Your primary duties and responsibilities:

- Support the transition to the professional ERP system
- Assist the COO in developing and implementing supply chain strategies that align with the company's overall objectives
- Establish and maintain good relations with external suppliers and manufacturers as well as internal departments
- Support NPI project supply needs for the company
- Design purchasing and inventory strategies
- Track, analyze, and measure supply expenditures
- Search for potential buyers and negotiate prices
- Maintenance of a supplier database
- Manage contracts with the sellers and the vendors
- Manage relationships with and measure performance of vendors
- Process sales orders
- Communicate with marketing and sales teams



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## Experience and Education

Your background:

- 5+ years' experience in purchasing or procurement
- Strong analytical and problem-solving skills
- Excellent negotiation and supplier management skills
- Proficiency in supply chain management software (e.g., ERP systems, SAP, Oracle)
- Ability to work under pressure and manage multiple priorities
- Excellent communication and interpersonal skills
- In-depth knowledge of supply chain processes, logistics, and inventory management
- Understanding of lean manufacturing and JIT principles
- Familiarity with industry regulations and compliance standards

- Background in optics / high-tech / telecommunications industry is preferred
- A bachelor's degree in Supply Chain Management / Logistics / Engineering / Business Administration / or a related field
- A master's degree or professional certification (e.g., APICS, CSCP, or CPM) is preferred
- Professional knowledge of English is required, and basic knowledge of German and other European languages is welcome

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## Conditions

- **A valid Swiss work permit is required**
- The position is 80% to 100% (34-42 hours/week)
- Onsite
- The workplace is located at our headquarters near Zurich in Glattbrugg, Switzerland
- The preferred starting date is autumn 2024

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## Contact

If you are interested in learning more about this opportunity and getting to know us, **please email your CV and tell us more about why you're a good fit for this position at [talents@menhir-photonics.com](mailto:talents@menhir-photonics.com)**. Please reference "MPZH033" in the subject line. We look forward to hearing from you!

Applications will be accepted until November 8, 2024.