



JOB DESCRIPTION

Operations and Purchasing Associate

Job Summary

Plan, develop, coordinate, and execute administrative tasks for all offices in Keyence Mexico. Responsible for the real estate management, purchasing and vendor management of the company.

Principal duties and tasks

- Make all the purchasing, placing orders, vendor management, contract management.
- Getting quotations, negotiation and invoice from suppliers for diverse administrative topics.
- Other duties or projects related to administration department as assigned.
- Coordinate and execute all Real Estate tasks such as rent, maintenance and office moving as necessary.

Qualifications

- Bachelor's degree in Business Administration or similar
- Ability to organize and prioritize diverse set of projects, tasks, and activities for timely completion
- Ability to coordinate and adapt to various interdepartmental activities/projects
- Integrity – job requires appropriate handling of confidential, sensitive information
- Negotiation skills
- Advanced Excel level
- Knowledge in SAP and CAD software
- Advanced English
- Willingness to travel

Experience:

2+ years of experience in purchasing or relevant field.

Reports To:

Administration Manager