

Procurement Administrator (Bulgaria)

Established in 2007, Solarpro Holding is one of the leading players in the Central and Eastern Europe PV sector. With over 1 000 employees in 9 countries, we offer wide range of smart energy systems and solutions. With more than 3 GW installed capacity and more than 100 PV plants under operation, we have gained significant experience in engineering, installation, operation and maintenance of PV systems(on-grid, off-grid and hybrid). We have been trading for over 13 years and take pride in delivering project specific solutions, sustainable results and added value to our clients.

Currently we are looking for a Procurement Administrator.

MAIN RESPONSIBILITIES

- Maintaining a database with up-to-date prices;
- Properly keeping and storing the documentation related to the Procurement & Logistics Unit activity;
- Preparation of reports on stock availability;
- Administer incoming correspondence and distribute work;
- Tracking order status.

YOUR PROFILE

- Education: secondary education or higher level; completed vocational high school specializing in electrical engineering and renewable energy will be considered as an advantage;
- Language: English language – level B2;
- Knowledge of MS Office pack;
- Skills: teamwork, precision, good organizational skills, good communication skills;
- Professional experience in the field of procurement and logistics will be considered as an advantage.

WE OFFER

- Excellent working conditions in a team of professionals;
- Development in a multinational company operating in several EU countries, leader in PV sector in East Europe;
- Opportunity to gain knowledge in highly developing sector in the field of green energy and environment friendly solutions;
- Full-time employment contract.

**If you're interested in joining the Solarpro team,
please send us a CV and a Cover letter (optional) to
the following address: hr@solarpro.bg**

www.solarpro.bg

