

We are an innovative Swiss technology company based in Chur. For over 60 years, we have been developing and manufacturing customized, customer-specific applications for the automotive industry in the areas of buckle switches, seat sensors, position sensors, electronics/lighting, and wire harnesses. We also offer services for various other industries.

To strengthen our dedicated team, we are looking for a:

Material Planner

Your Responsibilities:

- Plan material requirements based on production orders, forecasts and MRP parameters.
- Create, manage and monitor purchase orders in the ERP system.
- Follow up order confirmations and delivery dates until material receipt.
- Monitor material shortages and implement the necessary actions to prevent production stoppages.
- Communicate daily with suppliers regarding deliveries, quantities, material availability and resolve supply-related issues.
- Escalate delivery delays and coordinate recovery plans together with suppliers.
- Monitor and optimize inventory levels according to company targets.
- Reduce slow-moving and obsolete inventory.
- Request, compare and evaluate quotations for production and non-production materials.
- Manage purchase orders for indirect materials.
- Verify and register supplier invoices related to procurement activities.
- Organize transportation and manage import activities, including customs formalities and UIT number generation.
- Maintain and update master data (suppliers, items, prices) and MRP parameters in the ERP system.
- Participate in supplier evaluations and support cost reduction and process improvement initiatives.
- Collaborate closely with all company departments.
- Participate in annual inventory activities.
- Monitor and report key performance indicators (KPIs) related to the position.

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What We Offer:

- Interdisciplinary collaboration with Development, Quality, Logistics, and Management;
- Attractive employment conditions with opportunities for further training;
- A modern work environment and a collegial, open team.

Have we piqued your interest? For further information, we are happy to assist you. Contact us at any time! Apply with your complete documents as a PDF directly online or send them to our HR department, Ms. Andreea Pais, andreea.pais@polycontact.ro, mobile: +40 799 909 970.