



Procurement Assistant (m/f/d) – Small Satellite Systems

at Berlin Space Technologies in Berlin

About Us

Berlin Space Technologies GmbH (BST) is a global leader #NewSpace. Our main business is small satellite systems for Earth Observation and Capacity Building for emerging space nations as well as manufacturing of sub systems and optical payloads. We offer an attractive working environment space company.

Requirement

To increase our team we are looking for a procurement assistant (m/f/d). Your focus area will be the support of development and production by managing the procurement activities.

Your Tasks

- Act as a point of contact between the company and suppliers
- Establish and maintain the purchasing plan per project in corporation with the project team
- Inventory monitoring, placing orders to our suppliers, invoice controlling and maintenance of stock items
- Supplier evaluation, supplier management
- Planning and coordination of the shipment, including troubleshooting and customs clearance

Your Qualification

- You have a strong analytical mindset, good negotiation skills
- Knowledge of legal requirements involved with contracts
- Communication in German and English is sound and comes easily to you

Your Benefits

- Working in a young, friendly and international team
- Diverse and challenging tasks with space for your own ideas
- Flexible working time and paid overtime

Interested?

Please send us your application documents and your salary expectation to jobs@berlin-space-tech.com (Contact: Björn Danziger). We are looking forward to your application.