



## Procurement Specialist (French - Mioveni/Pitesti)

**Workplace:** 115400, Mioveni

[Apply online!](#)

### What to expect:

- Organize meetings, manage documentation, and support management with administrative tasks
- Assist procurement-related activities (data updates, file preparation, tracking milestones)
- Monitor implementation of corrective actions and ensure process compliance on customer sites
- Support project activities: packaging validation, assembly tests, issue lists

### What you bring along:

- Nice to have experience in management support, customer support, procurement, or coordination roles
- **French and English: medium level (B1-B2)**
- Ability to work cross-functionally and manage multiple priorities
- Responsiveness and attention to detail
- Strong analytical, organizational and communication skills
- Ability to discover, learn and understand internal applications
- Proficiency in MS Office
- SAP is a plus
- Nice to have university degree (Engineering, Economics, Business, Languages, or similar)

### What we offer:



**Contact:**

Ioana Florentina Manea

Tel.: +40 760 658 780

[www.bertrandt.com/en/career](http://www.bertrandt.com/en/career)

**Share:**

