



Purchasing Administrator (m/w/d)

Join castus on the way to the top!

The castus group is a leading global supplier of transfer systems for the sterile and fast loading and unloading of insulators and manufacturer of stopper and cap handling systems. Around 75 brilliant minds already work for us, and now we are looking for **you**, a strong team member for our purchasing department, someone who gets things done, thinks proactively, and drives things forward.

Your Responsibilities – Where You'll Grow

- You manage operational purchasing end to end, from request to delivery.
- You obtain and compare quotations and support price and terms negotiations.
- You monitor purchase orders, order confirmations, and delivery dates, including follow-up and dunning activities.
- You identify cost-saving and optimization opportunities and implement improvements.
- You maintain item and supplier master data in the ERP system.
- You handle supplier management and evaluation to ensure quality and performance.
- You support inventory and stocktaking postings and keep target stock levels up to date.

Your Profile – How You'll Move Us Forward

- You have completed commercial training or possess a comparable qualification.
- Ideally, you have experience in operational purchasing, preferably in a manufacturing SME environment.
- You have strong MS Office skills and ideally experience with an ERP system (SelectLine is a plus).
- You have a strong sense for numbers, pricing, and terms, and present yourself confidently in this context.
- You work in a structured, reliable, and solution-oriented manner with a high level of initiative.
- You have strong communication skills, are a team player, and can keep an overview even when handling multiple topics at once.
- You have very good German language skills, English is a plus.

Why castus is the Right Fit for You

- You want to shape things, not just execute tasks: at castus, there's plenty of room for initiative, and your ideas are heard!
- You're looking for security: after the probation period, we offer you a future-proof position.
- A repetitive workday bores you: here, every day is different and brings new challenges.
- Bureaucracy slows you down: with us, you have your own area of responsibility and the freedom to develop personally and professionally.
- You don't want to be just a number: our team is already looking forward to welcoming you. Become part of our family!



Ready to take the next step?
We look forward to receiving your application!

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