

# Material Buyer (m/f/d)



Temporär      Jobregion: Rotkreuz      Stellenprozent: 100%

## Beschreibung

As a first-tier supplier to our renowned business partner **Roche Diagnostics in Rotkreuz**, we are currently looking for a motivated and dedicated **Material Buyer** for a temporary assignment until 30.04.2027, with high probability of extension.

Based in Rotkreuz at Roche Diagnostics International, this position is embedded within the Global Instrumentation Network (GIN) spanning five global locations. The team plays a vital strategic and operational role in procuring non-finished goods, components, and assemblies essential for instrument manufacturing and assembly. In this role as a Material Buyer, the successful candidate will manage end-to-end procurement processes for both simple and complex components from international suppliers, ensuring seamless material availability and safeguarding uninterrupted production line operations. This dynamic role balances operational purchasing excellence with up to 30% project-based work focused on global process optimization and supply chain harmonization.

Roche is seeking a proactive, analytical, and highly organized procurement professional who thrives in an international, matrixed environment. The ideal candidate blends solid hands-on experience in SAP-driven operational purchasing with a project mindset aimed at continuous workflow improvement. Fluent in both English and German, the candidate brings strong stakeholder management skills, sharp problem-solving capabilities to mitigate supply shortages, and a collaborative spirit to support team development across global sites.

## Tasks & Responsibilities

Operational Procurement & Supply Chain (70%)

- **Order & Inventory Management:** Process requisitions, place purchase orders globally, manage Just-In-Time (JIT) processes, and oversee Vendor-Managed Inventory (VMI)
- **Delivery & Shortage Mitigation:** Track open orders, monitor on-time deliveries, and proactively initiate escalation measures to eliminate production interruptions and resolve material shortages
- **Supplier Relationship & Forecasting:** Maintain daily operational supplier relationships, manage iCollab integration (POs, shipping, forecasting, eInvoicing), and distribute supplier forecasts alongside performance data for review meetings
- **Financial & Data Accuracy:** Verify and approve incoming invoices, resolve price or quantity discrepancies, manage supplier complaints, and maintain accurate master data in SAP ERP and iCollab
- **Reporting & Onboarding:** Generate routine reports on orders, supplier

## BERATER



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**Seniority Level**  
Mitarbeiter

**Berufskategorie**  
Administration /  
Verkauf / Einkauf

**Stellenprozent**  
100%

**Jobtyp**  
Temporär

**Referenz-Nr.**  
KWI-AVE-T-55677

**Jobregion**  
Rotkreuz

performance, and inventory levels. Mentor and train incoming Buyer 2 and Buyer 3 team members to ensure team knowledge continuity

#### Project Work & Continuous Improvement (30%)

- Cross-Site Projects: Contribute to cross-functional and cross-site initiatives focused on optimizing procurement and supply chain processes
- Workflow Optimization: Continuously evaluate and refine operational workflows to enhance quality, efficiency, and team output

#### Must Haves

- Bachelor's degree in Business, Supply Chain Management, Logistics, or a related field
- Minimum 2 years of relevant post-graduation work experience in procurement/supply chain (excluding internships, working student roles, or thesis work)
- Proven proficiency with SAP ERP (MM, PP, and Master Data) and a strong affinity for data-driven decision-making
- Practical experience participating in or leading project-based initiatives
- Business fluency in both German and English (written and spoken)
- Exceptional stakeholder management, strong team spirit, structured work habits, and a systems-thinking mindset

#### Benefits

- Become part of one of the most prestigious pharmaceutical companies and actively shape the future of healthcare
- Experience a work culture that promotes diversity and inclusion and where all employees feel valued
- Work on a state-of-the-art campus featuring green spaces, meeting areas, and an inspiring atmosphere
- Work with modern and up-to-date tools in an innovative work environment
- Start with a professional onboarding process and a thorough introduction to your new role during the Welcome Days
- Benefit from financial support for your professional development plans
- Enjoy a selection of high-quality meals in modern staff restaurants
- As part of a sustainable mobility concept, on-site parking spaces are available to you (subject to eligibility criteria)
- Take advantage of unbeatable, year-round discounts at renowned retailers and over 200 top brands
- Benefit from fleet discounts when purchasing new cars or receive constant fuel discounts with our fuel card

Are you interested? Do not hesitate and submit your complete application documents online today. We look forward to hearing from you!

*Wir wertschätzen Vielfalt und begrüßen daher alle Bewerbungen - unabhängig von Geschlecht, sozialer Herkunft, Religion, Alter und Identität. Zur leichteren Lesbarkeit und besseren Verständlichkeit verwenden wir nur eine Gender-Form. Selbstverständlich sind im jeweiligen Kontext alle Genderformen gleichermaßen gemeint.*

## Unser Bewerbungsprozess

