

Silen is looking for a

# Purchasing Manager

**As a Purchasing Manager at Silen**, you will play a key role in ensuring the seamless procurement of materials and components needed for the production of our silence booths. Your responsibilities will include managing purchasing operations, handling invoices and price lists, and ensuring cost efficiency while maintaining procurement rules and optimal stock levels in our ERP system. You will also negotiate with suppliers, subcontractors, and partners, oversee delivery accuracy, and mitigate supply risks. Additionally, you will have the opportunity to optimize and improve purchasing processes to enhance efficiency and support our rapidly growing business.

## You're a great fit for our team if you have:

- Experience as a purchasing specialist or manager in the manufacturing industry
- A strong technical understanding of materials and production planning
- The ability to read and interpret technical drawings
- Proficiency in MS Office and experience with ERP systems
- Fluency in both Estonian and English
- Excellent negotiation, communication, and planning skills

## What awaits you in Silen?

- An inspiring and innovative team that shares the philosophy „everything is possible“
- An exciting, international, and constantly evolving field
- An exceptional opportunity to be part of a global success story – Silen's products are sold in 60 countries, and the company continues to grow, offering a unique platform for professional and personal development
- And naturally, a fair remuneration that reflects your contribution

Please send your CV to: [hr@silen.com](mailto:hr@silen.com) or via CV.ee by **4th of April**

