

Lear, a global automotive technology leader in Seating and E-Systems, is Making every drive better™ by delivering intelligent in-vehicle experiences for customers around the world.

Our diverse team of talented employees in 37 countries is driven by a commitment to innovation, operational excellence, and sustainability as we live our values to Be Inclusive, Be Inventive, and Get Results the Right Way.

Join our dynamic and innovative global Purchasing Support team at the new Skopje Epicenter. We pride ourselves on fostering a collaborative & diverse environment where employees are empowered to grow and contribute to impactful projects.

### **Global SCSO Purchasing Support Administrator**

#### **Role and responsibilities:**

- Support in generation and maintenance of Purchasing system data
- Supplier enrollment, modification and maintenance
- Purchase Order creation, amendment and maintenance
- Support the Purchasing administrative function/task
- Capacity checking & survey
- Uploading and routing of contracts/Agreement

#### **Skills and Qualifications:**

- Degree in Engineering, Commerce, Supply Chain, IT or similar
- Proficient in MS Office (preferably with Macro App experience)
- Fluent in English
- Nice to have previous experience in similar role
- Self-motivated and with good methodology
- Good analytical Skills
- Embodies high sense of professionalism and can multi-task

#### **Willingness to work in Rotational Shifts**

#### **We Offer:**

- A Dynamic and friendly work environment where your contributions are valued
- Competitive salary
- Collective health accident insurance
- Sport Master membership to support your physical fitness, mental health and overall wellness
- Fancy offices in the city center
- Flexible working hours
- Career development and growth opportunities

Please submit your CV in English to <https://jobs.lear.com/job/Skopje-Global-SCSO-Purchasing-Support-Administrator/1288069501/no> later than February 13<sup>th</sup> 2026



**Making every drive better.**

