



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 13th 2026



Making every drive better.

