

Lear, a global automotive technology leader in Seating and E-Systems, enables superior in-vehicle experiences for consumers around the world. Lear's diverse team of talented employees in 38 countries is driven by a commitment to innovation, operational excellence, and sustainability. Lear is Making every drive better™ by providing the technology for safer, smarter, and more comfortable journeys.

We've successfully launched our logistics hub in Skopje dedicated to managing central material planning and transportation activities for Europe and Africa region. As we continue to grow and expand our operations, we're looking for next motivated candidates to join us on the position of Materials Supervisor. Central Materials Supervisor will play the key role to ensure that Material/Logistics requirements support Customer requirements, manufacturing productivity targets and develop 'Best in Class' practice.

## Materials Supervisor – Logistic Center in Skopje Office

### Role and responsibilities:

**Manage Material Delivery:** Ensure production materials are delivered on time to production lines.

**Schedule Management:** Analyze and manage customer schedules to ensure timely schedules are issued to suppliers.

**Inventory Management:** Maintain inventory targets of value and accuracy. Identify and manage safety stock risks.

**Procedure Improvement:** Follow and improve departmental procedures to ensure 100% delivery of production materials.

**Problem Solving:** Use problem-solving methods to support internal departments and customers.

**Effective Communication:** Communicate with internal/external customers and suppliers about supply chain issues.

**Promote Teamwork:** Encourage teamwork and a culture of change and flexibility.

**Talent Development:** Identify and develop team talent.

### Skills and Qualifications:

**Education:** University degree in Engineering, Business, IT, or related field (Logistics preferred)

**Language Skills:** Fluent in English; other languages are a plus.

**Experience:** 3 years in Materials Planning (Logistics, Supply Chain Management) and initial team management experience.

**Technical Skills:** ERP/MRP experience and advanced MS Office skills, especially Excel.

**Leadership and Analytical Skills:** Strong leadership, analytical, and communication skills.

**Proactive and Adaptable:** Proactive, entrepreneurial, confident, and adaptable to a demanding environment.

**Negotiation and Time Management:** Good negotiating skills and effective time management.

**Team Player:** Strong team player, self-motivated, and results-driven.

**Flexibility:** Flexible to meet changing business demands.

### 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 to <https://jobs.lear.com/job/Skopje-Materials-Planning-Supervisor/1291178201/> no later than April 8th 2026



**Making every drive better.**

