



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.

### **Key Responsibilities:**

- Assist with creating and maintaining data in Purchasing systems
- Support supplier onboarding, data updates, and profile maintenance
- Help with preparing, issuing, and updating Purchase Orders
- Provide administrative support to the Purchasing team
- Assist with capacity checks and supplier surveys
- Upload and route contracts and agreements within internal platforms

### **Required Qualifications:**

- Recent graduate or final-year student in Engineering, Commerce, Supply Chain, IT, Business Administration, or related fields
- Good knowledge of MS Office (Excel familiarity required; macros a plus but not mandatory)
- Fluent English (written and spoken)
- Strong motivation to learn and develop professionally
- Good analytical and organizational skills
- Ability to multitask and maintain professionalism
- 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 [Junior Purchasing Support Analyst Job Details | Lear Corporation](#) no later than March 19<sup>th</sup> 2026



**Making every drive better.**

