



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 team at the new Skopje Epicenter, focusing on centralized scheduling and transport management for Lear's seating plants across Europe & Africa. We pride ourselves on fostering a collaborative & diverse environment where employees are empowered to grow and contribute to impactful projects.

We are opening new logistics center in Skopje. As a **Materials Administrator**, you will play a vital role in managing and coordinating the flow of materials necessary for production. This entry-level position is perfect for recent graduates or those looking to start their career in supply chain management. You will be responsible for ensuring that materials are delivered to the production line in a timely and efficient manner, managing inventory levels, and supporting the logistics team in achieving daily operational goals.

Materials Administrator US Market – Logistic Center in Skopje Office

Role and responsibilities:

Coordinate the delivery of production materials to ensure Just-in-Time (JIT) availability.

Support the management of inbound and outbound traffic, including working with carriers and third-party logistics providers.

Monitor and analyze customer schedules to ensure timely and accurate release to suppliers. Maximize the cost effectiveness of this function.

Support manufacturing and customer requirements, as well as supplier component lead times.

Maintain and manage inventory levels to support production targets.

Ensure accurate data management within the ERP and any other systems to reflect operational requirements.

Collaborate with internal teams to support the introduction of new parts and engineering change notices (ECNs).

Follow procedures and work methods to ensure 100% delivery of production materials to line, and continuously look to improve processes.

Communicate effectively with suppliers and internal stakeholders to resolve any issues impacting the supply chain.

Lead by example regarding all aspects of health, safety, and the environment in order to provide a role model for employees.

Promote corporate work ethics, teamwork and a general culture of change and flexibility within all team members to develop the continuous improvement initiative within the Company.

Required Qualifications

Ability to work from 14:00 to 22:00

At least Bachelor University degree!

Skills: Strong analytical abilities, excellent communication skills, and proficiency in MS Office, particularly Excel.

Language: Fluent in English; additional languages are a plus.

Attributes: Proactive, adaptable, and able to work effectively in a team environment. A strong drive to learn and develop in a fast-paced setting.

Position is open for fresh graduates

We Offer:

A dynamic and friendly work environment where your contributions truly matter

A competitive salary

Collective health and accident insurance

Sport Master membership to support your physical fitness, mental well-being, and overall wellness

Modern, comfortable office located in the city center

Flexible working hours

Opportunities for career development and professional growth

Please submit your CV to <https://jobs.lear.com/job/Skopje-Material-Administrator-US-Market/1377468633/> no later than April 8th 2026



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