

Job Profile

Job/Title:	Supply Chain Administrator – ERP specialist
Job level/profile:	Position of trust and confidentiality Full-time position
Legal Entity/Department:	PalletBiz Franchising Zrt.
Direct reference:	Corp. HQ & Site Manager
In-direct references:	Regional & Corporate Management
Back-office (s):	Corporate HQ, Budapest
Expected gross salary range:	600,000-700,000 HUF/month, depending on qualifications

PalletBiz is an international manufacturer and distributor Franchise Network, developing and maintaining a unique Business System for Packaging and Handling Materials made from wood, metal and plastic – primarily focusing on both standard returnable transit packaging (e.g., pallets, crates, collars, bins, frames, etc.), as well as custom designed and manufactured products for our customers. The Business System has been franchised to several countries in Europe, Middle East and Africa – and the PalletBiz Network is currently operational in 14 countries, with the Franchisor entity, PalletBiz Franchising Zrt. located in Budapest, Hungary. Visit our website at www.palletbiz.com to learn more about the company.

The PalletBiz Network has experienced very high growth rates, whereas PalletBiz Franchising has recently acquired some subsidiaries in the same industry. As we anticipate even further expansions in the coming years, we have further plans for operational development, requiring that we grow both our regional and global resource base.

We therefore wish to employ you as our:

Supply Chain Administrator – ERP Specialist (Location: Budapest; German-speaking)

In this combination role, you will strengthen our Central Europe South (CES) Region and perform as a back-office function in regional commercial activities by fulfilling the order-to-pay procedure in an end-to-end fashion. Simultaneously, you will also be serving as a central resource as our global ERP (Enterprise Resource Planning) Specialist, representing the Franchisor entity.

In the role of Supply Chain Administrator, you will support the business development and supply chain work of our Central European divisions, primarily covering tasks related to our operations in Hungary, Austria, Slovakia, Slovenia, Croatia and Germany. The role of ERP Specialist is expected to be the most knowledgeable resource in the related system management. The position reports to the Corporate HQ & Site Manager and will be based in our office in Budapest.

Place and time of work:

Your workplace is in Budapest where you should report daily – or if agreed with your (in)direct references, you can apply a rotating schedule of home office / PalletBiz office.

The work might require some travelling within the CES region.

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Duties and responsibilities

The function of which you will be an integral part will share resources from several pools, and perform several different tasks:

Regional business & supply chain administration

- Collaborate with regional stakeholders to optimize supply chain processes, **ensuring timely and efficient distribution of products** – all in the effort to maximize customer satisfaction.
- Coordinate with suppliers, warehouses, and transport partners to ensure **seamless logistics operations**.
- Assist with **registering new leads, accounts, opportunities and market information and intelligence** in company databases and customer & supplier relationship management systems.
- Generate regular **reports on sales & supply chain performance** metrics for analysis and improvement.

ERP System Management

- Serve as **the key point of contact for ERP-related queries**, assisting users across the franchise network.
- Provide **training and onboarding support** to new users on the ERP system's functionalities – with primary focus on the Supply Chain modules.
- Collaborate with software developers to troubleshoot technical issues and ensure smooth ERP operation.
- Maintain data integrity within the ERP system and ensure **accurate record-keeping** network wide.

Cross-functional support

- **Collaborate with various teams** network-wide, incl. Finance, Operations, Technical Specialists, IT, etc., to ensure desired performance in supply chain activities.
- Participate in achieving **high utilization and constant improvement of the PalletBiz Franchising Communication Systems and Tools**, including P-SCM (Reviso), P-CRM, P-Design, and Power BI.
- Assist regional teams, as well as regional and corporate management with other **practical everyday tasks**.

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Competencies & capabilities

Our Supply Chain Administrator must possess both strong quantitative abilities and excellent written and oral communication skills. You must be able to think and act both practically/operationally, as well as strategically and analytically. You must be driven by results and be able to participate in our company's innovation and future development.

Core skills – must have:

- Native **Hungarian** language skills.
- Proficiency in **German** (min. B2 level).
- **Bachelor's or master's degree** in e.g., Business Administration/Management, Logistics/Supply Chain, or related field.
- Min. 2-3 years of experience in Supply Chain, and/or Logistics, and/or Order Administration, management, and implementation, preferably in B2B operations.
- Extended proficiency in **MS Office** (esp. Excel), data analysis and reporting tools.
- Practical experience with ERP systems.

Advanced skills – nice to have:

- Proficiency in **English** and/or other **European languages**.
- Knowledge of supply chain / logistics / transport / **industrial (packaging) sectors**.
- Proficiency in any other **business management software**.

Personal characteristics:

- You have a problem-solving aptitude and the ability to adapt to changing situations.
- You must be able to work independently as well as in teams – respecting a multi-country organizational structure and to be able to think “out of the box”.
- You are able to balance and manage multiple roles and responsibilities while understanding how the different processes are connected.
- You must be able to work equally well with many different cultures and organizational levels.
- You have good structural abilities and systematic thinking, and you are very organized and detail-oriented.
- You are self-driven, curious, and commercially oriented.
- You are outgoing, energetic, and enjoy talking to people and building relationships.
- You identify with our core corporate values: openness, loyalty, proactiveness, win-win attitude.

What We Can Offer

- ☺ Competitive salary and benefits package.
- ☺ Opportunities for professional growth and development within a dynamic and expanding franchise network.
- ☺ Exposure to a diverse range of supply chain and ERP challenges, contributing to skills enhancement.
- ☺ Working closely with industry experts and high-level management, demonstrating commitment to excellence and innovation.