

Job title

Date: 16.02.2010

Position: BUYER "CONGRESSES & TRAVEL"

Department: GENERAL ADMINISTRATION & PROCUREMENT

Location: Athens

Company Profile

Bayer is a global enterprise with core competencies in the fields of health care, nutrition and high-tech materials. The company's products and services are designed to benefit people and improve their quality of life. At the same time Bayer creates value through innovation, growth and improved earning power. The Group is committed to the principles of sustainable development and acknowledges and accepts its role as a socially and ethically responsible "corporate citizen". Economy, ecology and social responsibility are corporate policy objectives of equal rank. In fiscal 2008, Bayer employed 108,600 people and had sales of around €33 billion. Capital expenditures amounted to €1.9 billion, the R&D budget to €2.6 billion. More information is available on the Internet at www.bayer.com

Job Description

The position reports to Head of Procurement

- Handles of business requests to organize congresses and individual travel
- Negotiates with respective agencies and congress committees
- Compares of offers from different providers and search for best offers
- Compliance checks of requested activities
- Communicates with all involved parties in order to provide best services
- Prepares of relevant statistics

Candidate's Profile

- Fluency in both Greek and English (written/ oral)
- Excellent computer skills (MS Office)
- Team player/ flexible/ efficient/ showing discretion/ detail orientation
- Very good organizational, communication and interpersonal skills
- Graduate in Business Administration or Tourism related degree will be considered as an asset
- Experience in organizing travel and congresses

Contact Address

Head of Human Resources

E-Mail Address: hrgreece@bayer-ag.de
reference: BUY
Bayer Hellas SA
Human Resources
Sorou 18-20
151 25 Marousi /Athens

All information will be handled strictly confidentially!