



Category Buyer

About us

Centiel SA is a technology company based in Switzerland that designs, manufactures, and delivers industry-leading power protection solutions for critical infrastructure. Our range of class-leading, high-efficiency UPS systems provides maximum availability and reliability, and has been developed by the innovators of the first transformerless UPS and the world's first three-phase modular UPS.

Centiel operates in over 50 countries, with more than 80 partners and 8 subsidiaries worldwide. This rapidly expanding network delivers best-in-class power protection solutions across the globe.

Note: In line with our strategic growth, we are proactively collecting applications for this position as part of a forward-looking recruiting initiative. This means we are evaluating candidate profiles today to anticipate future hiring needs aligned with our development plans.

Who we are looking for

We are looking for a proactive and autonomous **Category Buyer** with experience in purchasing processes and exposure to industrial or manufacturing environments.

The role will focus on the management of an assigned technical purchasing category or market segment, with particular attention to electronic, electrical and technical components used in UPS production, special projects, and internal supply needs.

You combine hands-on procurement execution, supplier follow-up, ERP discipline, technical understanding and close collaboration with Engineering, Production, Quality, and Operations.

This is not a junior position. We are looking for a middle/senior level profile with previous experience in technical or electronics-related purchasing environments.

Role purpose

Ensure the effective management of the assigned purchasing category or market segment, with particular focus on electronic, electrical and technical components used in UPS production, special projects, and internal supply needs.

The role combines hands-on procurement execution, supplier follow-up, negotiation, ERP accuracy, production follow-up activities and close coordination with Production, Engineering, Quality, Operations, and SDV / Spare Parts flows.

The Category Buyer is expected to monitor category-related priorities and KPIs, ensuring continuity of supply, timely follow-up, and reliable support to production and project execution.

The role acts as a transversal figure across different departments and supports the execution of special projects linked to the assigned category or market segment.

Key responsibilities

Purchasing & Procurement

- Manage purchasing activities for the assigned category or market segment, with particular focus on electronic, electrical and technical components used in UPS production.
- Handle procurement needs for production, special projects, R&D activities, SDV / Spare Parts and internal technical requirements.
- Release purchase orders through the ERP system and ensure accurate follow-up until delivery.
- Manage supplier confirmations, delivery dates, pricing lists, lead times and order status for the assigned category.
- Negotiate prices, delivery terms and purchasing conditions within the assigned area and in line with internal guidelines.
- Maintain strong working relationships with existing suppliers and identify possible alternatives or improvements when needed.
- Collaborate with Engineering, R&D, Production and Quality to clarify technical requirements and ensure purchasing alignment.
- Handle purchasing requests for resale materials and project-based supply needs.

Production & Supplier Support

- Act as a key purchasing contact for production-related needs linked to the assigned category.
- Support the execution of production orders by ensuring timely availability of required materials and components.
- Follow up continuously on shortages, delays, urgent priorities, non-conformities and supplier-related issues.
- Coordinate with Production, Quality and suppliers to support the resolution of delivery, quality or documentation issues.
- Support purchasing activities for special projects from initial request through follow-up, delivery and closure.
- Support transversal purchasing activities linked to production priorities, special projects and technical coordination across departments.
- Manage material flow and purchasing information for SDV / Spare Parts, including codes, prices, supplier references, lead times and delivery status.

Administration & Data Accuracy

- Maintain accurate ERP data for the assigned category, including confirmations, pricing lists, stock levels, lead times and item master data.
- Record goods receipts, warehouse moves and supporting documents where required.
- Issue and maintain documentation required for supplier deliveries and internal material flows.
- Monitor reorder levels, stock availability and open purchase orders in the system.
- Track category-related KPIs, including on-time delivery, open orders, shortages, supplier performance, price deviations and recurring issues.
- Provide regular updates on category status, priorities, risks and critical follow-ups to the Head of Purchasing and relevant internal departments.
- Contribute to improving purchasing processes, data accuracy and supplier follow-up routines.

Qualifications & experience

- Experience in purchasing, supply chain, logistics, production support, or technical procurement within an industrial or manufacturing environment.
- Previous exposure to category-based purchasing or responsibility for a defined group of materials, components, or suppliers is an advantage.
- Good understanding of electronic, electrical or technical components used in industrial production environments.
- Familiarity with ERP systems and strong attention to data accuracy, order follow-up, confirmations, pricing lists, and item master data.
- Experience in supplier management, order handling, delivery follow-up, and basic price or terms negotiation.
- Previous exposure to electronics-related purchasing environments or technical industrial sectors is strongly preferred.
- Ability to work closely with Production, Engineering, R&D, Quality, Operations, and suppliers.
- Good analytical skills and ability to monitor priorities, open orders, shortages, supplier performance, and category-related KPIs.
- English required; minimum B2 level. Italian is strongly preferred.
- EU/Swiss work eligibility.
- The role requires a middle/senior level of competence and the ability to manage priorities autonomously in a dynamic technical environment.

Skills & competencies

- Strong organizational and coordination abilities, with the capacity to manage several priorities and follow-ups in parallel.
- Analytical mindset and high attention to detail, especially in relation to ERP data, supplier information, prices, delivery dates, and open orders.
- Proactive and hands-on approach, with the ability to take ownership of the assigned category and drive topics forward.
- Effective communication and stakeholder management skills, especially with Production, Engineering, Quality, Operations, and suppliers.
- Good negotiation attitude, with cost awareness and a practical understanding of supplier relationships.
- Problem-solving mindset and ability to react quickly to shortages, delays, non-conformities, and urgent production needs.
- Ability to work independently while keeping the Head of Purchasing and relevant internal stakeholders properly informed.
- Team-oriented and collaborative mindset, with a strong sense of responsibility and service towards internal departments.

Company values & behavioural competencies

At Centiel, our values guide both our decisions and our daily behaviour.

They define who we are and how we act — shaping the way we work together, serve our customers, and drive innovation.

- Safety, integrity, respect, teamwork – act with honesty and care for people and the environment.
- Own it – act with urgency – take responsibility, make things happen, and deliver with commitment.
- Foster a customer-first mindset – listen, anticipate needs, and create lasting value through service excellence.
- Lead by example – drive continuous improvement – challenge the status quo and share knowledge to grow together.
- Think big and execute – combine ambition and discipline to turn ideas into tangible results.

Every Centiel employee is expected to embody these values through proactive problem-solving, transparent collaboration, and a continuous desire to learn, improve, and contribute positively to our culture and brand.

Expected results in the first 6–12 months

- Take ownership of the assigned purchasing category or market segment, with particular focus on electronic, electrical and technical components used in UPS production.
- Ensure timely and accurate procurement for production, special projects, R&D needs and SDV / Spare Parts flows, with strong attention to delivery follow-up and internal priorities.
- Establish a reliable follow-up routine with suppliers and internal stakeholders, helping to reduce delays, shortages and recurring open issues linked to the assigned category.
- Maintain accurate ERP data and monitor the main category-related KPIs, including open orders, delivery performance, supplier reliability, price deviations and critical follow-ups.

Contract details

- Permanent contract, 80%–100%
- Start date: TBD
- Workplace: Cadro, Lugano
- Reporting to: Head of Purchasing
- Close coordination with Operations, Production, Engineering, R&D and Quality

What we offer

- Competitive salary aligned with responsibilities
- High degree of autonomy and trust
- Inclusive and dynamic work environment
- Free parking, showers, and locker rooms
- Close to public transport and nature trails
- Support for work-life balance and wellbeing

How to apply

If you identify with this role and want to join a growing engineering-driven company, please send your application, indicating “**Category Buyer**” in the subject line, to:

hr@hq.centiel.com.