BATS is a successful and growing Austrian company located in Vienna. Our business stands for professionality, experience and high-quality service in the business aviation industry. Our office location is based in 1040 Vienna, Wohllebengasse 12-14.

PARTS PROCUREMENT MANAGER Supply Chain & Logistics Professional (F/M/X)

Job Duties

- You manage the procurement process – from customer request to final delivery
- You coordinate the logistics of aircraft maintenance parts, including preparation of shipping, customs, and delivery documents (AWB, delivery notes, etc.)
- You handle the procure-to-pay cycle: requisitioning, purchasing, receiving, invoicing, and payment using our ERP system (BMD)
- You assess and source potential suppliers strategically
- You support stock management and maintain relevant online platforms
- You coordinate inbound and outbound logistics operations

Profile and Skill:

- Experience in logistics, shipping, and/or warehousing
- Confident use of IT tools (e.g., MS Office, BMD)
- Excellent English reading and writing skills; additional languages (especially German) are a plus
- Strong customer service mindset and hands-on mentality
- Driving license is an advantage
- Aviation-related experience (technical or operational) is a plus
- Valid, unrestricted work permit for Austria is required

We offer:

- After a brief onboarding phase, you will take full responsibility within an international team
- Flexible working hours, hybrid work model (home office possible), and one weekend of on-call availability per month
- Free public transport ticket (Vienna/Austria) and support for job bike program
- The legal minimum salary for this full-time position is € 2.369,18 gross/month. Actual pay depends on qualifications and experience.

How to Apply:

IMPORTANT

Subject line must include: PARTS PROCUREMENT MANAGER

If you're ready to take on this exciting role and impress us with your personality, please send your application to career@bats.aero.

Please clearly mention the job title in your application.