

Buying Coordinator

Do you have a knack for keeping complex plans on track? Are you passionate about making sure every order lands exactly where and when it should? Do you thrive in a structured, detail-driven role where your precision keeps the wheels turning smoothly? Then you might be the Buying Coordinator we're looking for!

The Role

As our new Buying Coordinator, you will play a crucial part in ensuring our products are delivered on time and in line with our collection drops. You will handle purchase orders, monitor timelines, and maintain supplier communication to keep everything on track. Your structured approach and eye for detail will directly impact on the efficiency of our supply chain and our ability to deliver high-quality collections to market — on time.

You'll be part of a close-knit buying team, working in collaboration with suppliers, logistics, finance, and sales to support seamless buying operations. This position is ideal for someone who thrives on accuracy, consistency, and working within established procedures — and who can add to finetune the processes.

Key Responsibilities

- Place and follow up on purchase orders in Business Central.
- Ensure order confirmations and shipping deadlines (ETDs) are met.
- Communicate with suppliers on order status and changes.
- Approve goods purchase invoices and follow up on required documentation (packing lists, invoices, etc.).
- Keep internal systems updated and inform stakeholders of changes to delivery timelines.
- Participate in purchase planning, supplier meetings, and claims handling for inbound checks.

Who You Are

We are looking for someone who is organized and dependable. You bring structure and calm to a busy day, and you're known for your ability to keep track of multiple moving pieces with precision. You are not afraid to take responsibility, yet you are also a loyal team player who thrives in a predictable and well-defined workflow.

To succeed in this role, we expect you to have:

- 2–3 years of experience in a buying assistant or similar role (preferably within textiles).
- A structured and detail-focused working style.
- Excellent organizational skills and the ability to follow up proactively.
- Good communication skills in English (spoken and written).
- Solid experience with Microsoft Office and Business Central.
- A collaborative spirit and high sense of accountability.
- The ability to thrive in a role with established routines and a strong focus on precision.

What We Offer You

We offer you the opportunity to join a fast-growing, agile, international company, where you'll work with a social and committed team. You will be a vital part of the buying process and contribute to delivering the right products at the right time. Our team values working together with high spirits and a supportive atmosphere — and we hope you do too.

The Rains culture is living every day when we perform our jobs and are being social with each other outside of our work. Our employees matter to us and therefore we offer numerous employee benefits, including a lovely canteen, staff discounts, fitness facilities, pension and health insurance. You'll work from our modern headquarters in Lisbjerg, Aarhus N, Denmark. The position is full-time and reports directly to the Buying Manager.

Want to join?

If we've captured your interest, we'd love to hear from you! Please submit your application below.

We review applications on an ongoing basis and may take the position down before the deadline if we find the right match.

Only applications submitted through our e-recruitment system will be considered. By applying, you agree to have your personal data processed in accordance with our Privacy Policy.

We look forward to hearing from you!

Please note that due to vacation, Line Konge will not be available by phone during weeks 29 and

30. You are welcome to send an email during this period, but please be aware that it will not be answered until after the vacation.