

Procurement Support Admin

For our client in Antwerp we are hiring a **Procurement Support Admin**.

Vacature omschrijving

Supporting the P2P team, with a focus on maintaining the good order and management of the Project Delivery Team daily business.

- ✓ Creation of purchase orders and change orders in SAP.
- ✓ Desk expediting and maintaining delivery dates in SAP.
- ✓ Invoice control and resolving disputes.
- ✓ Operational procurement activities for goods and services.
- ✓ Administrative support to the procurement team and back office.
- ✓ Facilitate the P2P process.
- ✓ Support the implementation and roll-out of new processes and work flows in SAP.
- ✓ Support any contracts or procurement activities as required.
- ✓ Back up the other Procurement support and SAP Admin role during their absence.
- ✓ Creation of new vendors including verification of vendor details.
- ✓ Maintaining and updating vendor master data.

Je profiel

- ✓ Proactive work attitude and strong interpersonal skills.
- ✓ Team player, willing to work in a small, flexible and enthusiastic international team.
- ✓ Minimum 10 years of work experience in the (petro) chemical sector required.
- ✓ Good knowledge of SAP is required (P2P).
- ✓ Good verbal and written communication skills in Dutch and English.
- ✓ Excellent organizational skill set.
- ✓ Enthusiastic and goal-oriented.
- ✓ Analytical and problem-solving skills.
- ✓ Able to define and prioritize issues and then solve the problems through networking with other team members or external sources.

Wat bieden we

Possibilities for normal employees, but also for selfemployed professionals.

Referentie: 3097

Projectfase: Construction

Discipline: Administration, Procurement, Project Support

Functie: Administrator

Functie niveau: Senior, Medior

Regio: (B) Antwerpen

Opleiding: MBO/TSO

Ervaring: 3-8 jaar, 8-15 jaar, 15+ jaar

Contracttype: Intentie vast dienstverband

Geplaatst: 03-04-2024

Adviseur: Eric Leliveld

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