



Junior Purchaser (32-40 hrs)

Location: Serooskerke (W)

Publication date: 03-09-2021

The position

To support our Purchase & Logistics department, we are looking for a Junior Purchaser. You will work with the Purchase & Logistics team to assure all administrative tasks generated by the supply chain are dealt with in an effective and efficient matter.

The Junior Purchaser assists the Purchase & Logistics department by means of expediting Purchase Orders, administrative follow up and processing Purchase orders

Duties & Responsibilities

- The primary responsibility of the Junior Purchaser is to expedite Quotation requests & Purchase orders to ensure that suppliers will confirm the PO and have the goods/service supplied within the required timeframe.
- Verify correctness of received invoices versus the approved quotations, including informing stakeholders about payment status of open invoices when required.
- Collate RFQ responses and complete MR's in order to become available by the budget keeper for approval in our ERP system
- Sending purchase orders to the suppliers after being approved by the budget keeper
- Support the Purchase & Logistics department in general
- Perform all work according to agreed expectations of both internal and external customers, focus on doing things right first time, every time and contribute actively to continual improvement activities

Job & Skill Requirements

- A diploma or experience in a similar function or role.
- Good communication & interpersonal skills
- Able to manage time effectively, prioritise tasks and achieve set targets
- Open to work within a multi-cultural team
- Fluent in English (verbal and written);
- Computer literate and familiar with Microsoft Office Packages

What can we offer you?

A varied, international working environment with a lot of responsibility. A dedicated team where every member strives for the best team results. Prominent Career opportunities. The Position is for a period of one year (32-40 hours). Permanent contract with proven suitability.



Interested?

If this job appeals to you and you meet the qualifications, please send your application to careeronshore@oosinternational.com. For additional information please call +31 118 726200 and ask for the HR department.

Contact OOS International

Head Office The Netherlands

OOS International B.V.

Oostkapelseweg 4
4353 EH Serooskerke (w)
P.O. Box 40 4353 ZG

info@oosinternational.com

Tel. Office +31 (0) 118 726 200

