Procurement Support amp SAP Administrator

Locatie **Zeeland, Terneuzen**
https://www.advertentiex.nl/x-1526866-z

For one of our customers in Antwerp we are in search for a Procurement Support & SAP Administrator.

Bedrijfsomschrijving

Nouvall Engineering Services is specialized in project support for the (petro) chemical and maritime industry. We provide expertise in the field of Engineering, Project Management, Maintenance, Shutdowns, Construction and Safety.
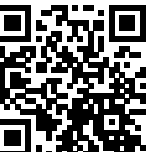
Functieomschrijving

Supporting the Commercial Support Services Manager.
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.Setting up framework agreements in SAP.Contract administration.Desk expediting and maintaining delivery dates in SAP.Invoice control and resolving disputes.Assistance in the prequalification, tender and bid evaluation process.Support in benchmarks and market assessments.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 absences.Creation of new vendors including verification of validity.Maintain and update the vendor master data.

Functie-eisen

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 - desirable.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.Young graduate level possible.

Arbeidsvoorwaarden

Excellent terms of employment, see our website.

Sollicitatieprocedure

You can apply via our website.Websiteeasyapply.jobs/r