

# Procurement Support Admin



Locatie **Zeeland, Terneuzen**  
<https://www.advertentiax.nl/x-1916786-z>

Inleiding

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

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 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.
  - Support the P2P process.
  - Support the implementation and roll-out of new processes and workflows.
  - Support the contract management activities as requested.
  - Support other procurement support and Admin tasks within their assigned area.
  - Creation of new vendors including verification of vendor details.
  - Maintaining and updating 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.



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- 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.

Possibilities for normal employees, but also for selfemployed professionals.

Arbeidsvoorwaarden

Excellent terms, see our website.

Sollicitatieprocedure

Apply via our website and discover the possibilities. [Websiteeasyapply.jobs/r](https://www.easysapply.jobs/r)