

ASSISTENT BUYER

The Allimex group consists of 3 companies specialized in industrial projects in Asia, renewable energy providing all installation materials for solar panels and outdoor fitness & fun installations. We deploy activities in Belgium, different European countries and want to sustain this successful growth.

Ambition, collaboration and passion are our company's values and make it a great place to work.

Job description

You are able to identify and actively select new suppliers in Asia and Europe. You initiate the first contacts and request quotes for the production of our industrial trading goods. You will investigate the possibilities for the use of alternative raw materials and possible production improvements.

You collect the necessary information, detect possible bottlenecks in the offer and structure all the information in a consolidated report which will be reviewed with our Allimex purchaser. Together you discuss the next steps for specifications and negotiation.

You define and follow our stock supply and complete the forecast data.

You are also responsible for the follow-up of our purchase deliveries and complete the purchase documents with our European and Asian suppliers. You verify the purchase invoices with the earlier quote requests.

You assure the transport from Europe and Asia and prepare the import documents.

The working hours are daily from 8 am until 4.30 pm.

Profile

You are interested in and have an affinity with technical products.

You take initiative, are stress-resistant and a team player.

You have a young spirit but enough maturity to work accurate and structured.

You communicate fluently in Chinese and English. Dutch and French are an added value.

You have solid PC skills: MS Office, familiar to a CRM/ERP program, ...

Place of employment

Alken, from mid 2018 Heusden-Zolder

Offer

We offer you a permanent contract in an innovating and fast growing company.

Remuneration package in ratio with your skills and complemented with fringe benefits.