



JOB OFFER

PURCHASING & LOGISTICS ASSISTANT

As a Purchasing and Logistics assistant, you ensure that all products are replenished in our stock on time. You see when orders have to be placed, you follow up the purchase orders with our suppliers, you coordinate the transport with our logistics partner, you check the quality of the delivered products, you collect all product data and you book the purchase invoices in our bookkeeping. You will also be the first backup for our sales secretariat.

WHO ARE WE?

FUTECH (www.futech-tools.be) is a Belgian brand of specialized measuring devices for professionals in the building sector. Especially our "construction lasers" or "laser levels" have a strong reputation. In Belgium, we are the market leader in our segment. Since a few years we are growing in more and more European countries. Our new offices are located in Lier where we are working with a small, enthusiastic team on our ambitious growth plans.

WHO ARE WE LOOKING FOR?

Because we are growing rapidly, we want to strengthen our team as soon as possible with a Purchasing & Logistics Assistant with the following profile:

- Are you someone who likes to work accurately and independently?
- Are you someone with an eye for detail who enjoys taking care of all the administration down to the last detail?
- Are you eager to learn and are you motivated to work hard?
- Are you someone who is not afraid of contact with our customers and suppliers at home and abroad?
 - Very good knowledge of Dutch (speaking and writing)
 - Good knowledge of French and English (understanding, speaking and writing)
 - Knowledge of the Chinese language (understanding) we consider a very strong asset.
- Do you have a basic knowledge of accounting and a solid knowledge of Excel?
- Are you a nice, friendly person who likes to help our suppliers, customers and colleagues?
- Do you have a first experience in a similar function?

WHAT DO WE OFFER?

- In the first place we offer you a fine company atmosphere and great colleagues.
- You will find yourself in the dynamic culture of several SMEs with healthy ambitions.
- We give you training at the start of your job. The more you master your job and responsibilities, the greater your freedom.
- We offer you a fixed salary that is in line with the market.
- We offer you a job that grows with our company.

HOW TO APPLY?

Send us your CV with a photo telling us who you are, what you have already done and what job you would like to do. You can send this to patrick@laseto.be. Don't forget to include your email address and mobile number so we can contact you back.