

Procurement Assistant

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Company: Stegmann

Location: Antwerp

Category: other-general

Procurement Assistant

Funcieomschrijving

As Procurement employee, you will be responsible for procuring ocean freight and container shipping services. You play a crucial role in negotiating with suppliers to obtain the most competitive rates. You will also manage the entire tender process, from completing tender forms and meeting deadlines to handling post-award processes. You will also offer spot quotes for larger volumes or special requests.

Your responsibilities will include:

- Negotiate rates, manage tenders, provide spot quotes.
- Communicate with suppliers and colleagues internally and externally.
- Follow market trends, inform internally on market situation and attend client meetings.
- Work with MasterRateBook, manage quality documents, and upload local rates to the central system

Uw profiel

Are you the perfect fit?

- You have several years of experience within procurement
- You have a strong knowledge of Air & Sea Freight Forwarding
- Good knowledge of English, Dutch is a plus
- You have strong communication and negotiation skills
- You are analytical and follow the market trends

Ons aanbod

Besides a challenging job in an international environment, we also offer:

- A stimulating work environment with ample opportunities for further professional growth and development.
- A direct and open company culture (Danish company).
- Flexible working hours (flextime) and a homework policy of two days per week after the probation period.
- A permanent contract with an attractive package of fringe benefits (company car, fuel card, laptop, mobile phone, net expenses, bonus system, meal vouchers, eco-vouchers, group and hospitalization insurance, 33 vacation days, bike leasing, etc.)

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