

JOB DESCRIPTION JUNIOR PROCUREMENT OFFICER

HOURS: 40

POSITION IN THE ORGANISATION

Reports to:
Procurement Manager

Based in:
Goes – the Netherlands

Department:
Procurement

POSITION SUMMARY

Purchasing materials, components, equipment and facilities from internal and external suppliers to meet the demand for production process in Goes. The candidate must be able to work independently in support of all internal department's requests.

The procurement officer ensures good information provision between purchasing, warehouse, and (senior) buyers.

About Scion Instruments

Scion Instruments designs, manufactures and markets GC, GC-MS and HPLC systems along with a full range of accessories, consumables and support services. Scion Instruments also markets CompassCDS™ stand-alone and client-server chromatography data systems.

Scion Instruments has facilities in Livingston Scotland, Goes, Netherlands, Canada, USA as well as manufacturing in Shanghai, China.

Scion Instruments is part of the Techcomp Group of Companies. More information about Scion Instruments is available at www.scioninstruments.com.

ESSENTIAL FUNCTIONS

- You coordinate purchasing activities with production and engineering departments in an efficient and cost-effective way;
- You ensure annual savings in the purchase of materials;
- You perform financial analysis, such as evaluations of total costs;
- Finding (new) suppliers and conducting business assessments and evaluations with major suppliers;
- You process and monitor purchase requests and ensure that they are correct.

ESSENTIAL FUNCTIONS

- You ensure the optimization of freight logistics (road / air / sea);
- You perform root cause analysis to prevent recurring problems;
- You place purchase orders and monitor them to meet production demand

FUNCTION REQUIREMENTS

- Relevant purchasing training courses, such as NEVI;
- Experience with purchasing / planning or a comparable role (warehousing);
- Fluent in the Dutch and English language;
- Knowledge of and affinity with technical specifications;
- Excellent knowledge of Office 365, Outlook, EPICOR ERP systems is a plus.
- MBO / HBO graduate

PLEASE APPLY BY EMAILING: LYDIAH@SCIONINSTRUMENTS.COM/ ALONG WITH YOUR CV