

## VACANCY FOR PURCHASING MANAGER

**Studiotech Belgium** is seeking an experienced Purchasing Manager based in our Brussels office.

This fast-paced position plays a crucial role in supporting Studiotech's business plans by ensuring that all purchase transactions for equipment, material, supplies, etc. at Studiotech are sourced and completed with absolute accuracy and a diligence to detail and timeliness.

### **Experience:**

- Minimum 10 years procurement experience in a senior capacity within broadcasting/audiovisual/telecommunications environment
- University degree or engineering/technology-based certificate or study of logistics, economics, finance, supply chain management, administration, statistical analysis, or similar
- Proficient in SAGE (or similar business management system), Microsoft Excel, Word and Access
- Familiar with import/export requirements and regulations within Europe, Middle East, North America and North Africa
- Dutch and English are mandatory; French is a plus

### **Responsibilities:**

- Process purchase orders
- Timely submission and subsequent tracking of purchase orders
- Establish and maintain supplier relationships
- Negotiate contract terms, conditions and pricing
- Prepare and maintain purchasing records, reports and price lists
- Liaise with internal/external stakeholders to determine procurement needs, costs and delivery
- Research product information and inventory data bases to maintain relevant and current product knowledge
- Prepare reports and ad hoc summaries as required

### **Profile:**

- Enjoys and is committed to this kind of work
- Meticulous and detail oriented
- Work with limited direction and changing priorities
- Must thrive in a fast-paced and deadline driven environment
- Able to prioritize constant communications, e.g. telephone, emails and internal/external enquires
- Able to multi-task and manage concurrent projects equally well
- Proactive, aggressive, stress resistant, rigorous and intuitive

### **Offer:**

- Pleasant, dynamic working environment in an open-minded company culture
- A full-time contract and an attractive remuneration package commensurate with experience