

## Supply Chain Specialist

For our client in Antwerp we are hiring a **Supply Chain Specialist**.

### Job description

As Supply Chain Specialist at an industrial construction site, you will work in a multi-cultural integrated team and will report to the Contract Administration Manager.

#### Responsibilities

- ✓ Work in accordance with Project Contract Administration Procedure
- ✓ Be responsible for the execution of all aspects of supply chain activities with regards to Vendors
- ✓ Prepare and administer various number of Contracts for Vendors' assistance to construction at site
- ✓ Review in detail and approve the Vendor's progress payment certificates (PPCs) in accordance with the Contract, obtain all internal and external authorizations and issue the authorization to invoice letter to Vendors
- ✓ Review Vendor's additional compensation requests and offers, negotiate and issue relevant Change Order, obtain all internal and external authorizations
- ✓ Issue and follow up Purchase Order revisions
- ✓ Lead the bi-weekly commercial meetings with Vendors
- ✓ Monitor the official correspondence between client and Vendors and inform the Contract Administration Manager for any urgent issues
- ✓ Maintain proper filing of all correspondence, Change Orders, PO Revisions to facilitate any audit
- ✓ Collaborate with Key persons to ensure that company and client expectations are met
- ✓ Prepare and tailor project procurement reports in line with project requirements
- ✓ Comply with code of business conduct and ethics, corporate policies, procedures and work practices

### Your qualifications

The ideal candidate will:

- ✓ hold an Engineer or a technical degree with minimum 5 years of experience in Procurement for Chemical and Oil & Gas industries. Previous experience in Belgium is a plus
- ✓ have very good level of written and spoken English, Dutch is a plus
- ✓ Have good experience in MS Office programs
- ✓ Have good communication skills
- ✓ Used to work in an integrated team on complex projects
- ✓ Be eligible to work in Belgium
- ✓ Available to work at construction site

**Reference:** 3384

**Projectphase:** Construction

**Discipline:** Procurement, Supply Chain

**Position:** Consultant, Expeditor, Inkoper, Projectmedewerker, Technical Specialist

**Function level:** Senior, Medior

**Region:** (B) Antwerpen

**Education:** Bachelor

**Experience:** 3-8 years, 8-15 years, 15+ years

**Type of contract:** Project

**Posted at:** 11-12-2024

**Advisor:** Wenzel Hurtak

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