



ABOUT TURBEL

TURBEL is a recognized player in the world of adhesive label production and the implementation of identification solutions.

OUR MISSION

Identify & personalize things and people

OUR VALUES

Quality
Green
Autonomy
Team Spirit
Tolerance




OUR COMMITMENT FOR DIVERSITY

Turbel wants its employees to reflect the Brussels society in all its diversity. We therefore encourage all people to apply, regardless of their origin, skin colour, gender, age, sexual orientation, philosophical conviction, disability, ...

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SOCIAL

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TURBEL

Purchasing Officer

Are you looking for a new **challenge**? Are you **result-oriented** and would like to work in a **family business** that promotes **flexibility**, **autonomy** and **trust**? Then we have the right job for you!

TURBEL is looking for a person for the position of «Purchasing Officer» for its BU Industry.

YOUR JOB

- You seek to continuously improve the efficiency and profitability of purchasing
- You negotiate with suppliers of raw materials as well as suppliers of global needs of the company (energy, waste, etc.) to obtain the best conditions
- You are responsible for all administrative tasks related to the purchase of raw materials (order entry, invoices, delivery dates, etc.)
- You will be responsible for the follow-up of the raw material stock and its conformity
- You will be responsible for the formalized follow-up of complaints related to raw materials
- You are in charge of researching new materials for customers (contact with suppliers, requesting samples, etc.)
- In collaboration with the suppliers, you will monitor the market regarding to change and innovation
- You check that the agreements are respected by the suppliers (delivery times, prices, quality)
- You will be responsible for reporting on purchasing
- You are the contact person for subcontractors
- You are the relay for the purchasing group to which Turbel belongs
- You are in charge of the management of transporters
- You are part of the team that makes quality evolving

In this context, you are an integral part of the Back Office team of 6 people in which you are responsible for purchasing raw materials for the Industry Business Unit.

TURBEL is concerned about the environment. In this context, we have carried out a whole series of projects to reduce the impact of our production (recycling, waste management, etc.). As Purchasing Officer you will also have to take part to the project team in charge of reducing our ecological footprint.

YOUR PROFILE

- You have a degree in finance, economics, business sciences (Bachelor or Master)
- Experience in a similar function is a major asset. Knowledge of the industrial and/or graphic environment is a plus
- You are fluent in English. Knowledge of one of the two national languages is an asset
- You are familiar with MS Office in all its forms.
- You pay particular attention to compliance with procedures
- You have an analytical mind and good communication skills
- You are rigorous, proactive, versatile, autonomous, stress resistant and a team player

OUR OFFER

- An exciting and motivating challenge in a pleasant, open and flexible working environment
- A varied and stimulating job in a strategic position
- A full-time job in a motivated and friendly team

Does this sound like you ? Send your CV and cover letter by email to donatienne.stuyck@turbel.be to the attention of Ms Donatienne Stuyck, HR & Office Manager.

If you need accommodation, regardless of your disability, during or after the recruitment process phase for this position, please contact us.