

JOB TITLE: Supply Chain Assistant

BIA Group is active in the sales, rentals and after-sales services of equipment intended for public works, mines, quarries and transport. BIA is present in Europe, Africa and Asia and has more than 1400 enthusiastic employees.

What will be your responsibilities?

- Monitoring and follow-up suppliers on-stock delivery with respect to confirmation dates at the time of order
- Update availability/confirmation dates in the ERP (SAP)
- Verify supplier deliveries and invoices, and ensure proper receipt in the ERP (SAP)
- Create inbound deliveries and support in maintaining Back Order reports
- Monitoring & clearing of parked invoices (supplier & intercompany)
- Update the ERP system (SAP) with relevant shipment costs and ensure all invoices are duly submitted to finance for payment processing
- Update shipment tracking information in the ERP system (SAP).
- Any other cognate duties

Who are we looking for?

- HSC or Diploma in Supply Chain, Procurement, Finance, Management, Sales (or similar by experience)
- MS Office
- Any customer or supplier facing experience is a plus

What's in it for you?

- Fixed Term contract
- An attractive salary
- Kick-off your career with an extensive training program
- A human sized company with international dimension, encouraging autonomy and team spirit
- Cooperate in a team with experienced and passionate colleagues within a successfully growing family-owned company
- In this challenging job you get the possibility to take initiative and further develop the function