



## Procurement Assistant – Moerdijk

**Are you a structured professional looking for an administrative role at a purchasing department? Join our team now!**

### General information about NewPort

NewPort is specialized in transportation of chemical liquids, food stuff and gases in tank containers. We operate worldwide! NewPort Europe is responsible for all commercial and operational activities in Europe, the Mediterranean and part of Africa.

*The Procurement Assistant is responsible for the operational activities at the procurement department. Within this role you will take care of our general procurement administration such as assist in standard rate requests, data entry, providing rates via the rate request tool and keeping our vendor management database up to date. We are always looking for more efficiency to optimize our procedures and systems: your input is therefore required!*

### **Main tasks and responsibilities**

- Data entry, administrative handling in the NewPort computer system according to our procedures.
- Testing of the NewPort procurement system.
- Identify improvement opportunities.
- Ensure that vendor management database is maintained and up-to-date.
- Enter and follow up on agreements and certificates.
- Assist in standard rate requests.
- Providing rates via the rate request tool.

### **Who are wé looking for?**

- You are a true teamplayer with strong administrative skills, work accurate and be stress resistant.
- Work experience in a similar administrative position is a pré.
- Fluent in Dutch and English.

### **What does NewPort offer yóu?**

- Salary, contribution in pension, holidays and commuting allowance!
- Working in an enthusiastic team in an informal working environment.
- Opportunity to work on your professional and personal development.
- Friday afternoon drinks, a summer bbq with international colleagues and an annual Christmas party!

Please note that our headquarter is located in Moerdijk, a location which requires you to have your own car. Interested? Send your resume and cover letter to [careers.eur@newporttank.com](mailto:careers.eur@newporttank.com)