

## Assistant Supply Chain

Job based in Belgium : Eupen (Reference ASC)  
Permanent Contract

Reporting hierarchically to the Supply Chain Manager Solina Belgium, you will operate in the following fields :

### Responsibilities

You will manage the supplies in the best conditions of reliability, accuracy and time.

You ensure the receipt of the documents requested when ordering (certificates, invoices, documents required for the import, ...).

You will handle questions and complaints of suppliers.

You will propose possible improvements in order to optimize the work (minimum stocks, order quantities, supplier evaluation, ...).

You will maintain the database and set parameters in the ERP system (AX and OPTIMACT) ensuring the proper transmission of the data provided by the R & D.

You will assist your colleagues in their various tasks.

Ensure the follow up of suppliers performances and report annually the results to the Quality Assurance department.

### Profile / Competences

Bachelor (Sales, Marketing, Purchase)

Entrepreneurial spirit, hands-on, action oriented and flexible approach, strong analytical skills and excellent communicator.

Fluent French, English and German is essential, Dutch is a plus.

### Contact

If you are interested, please send your application by mail to [recruitment@solina-group.eu](mailto:recruitment@solina-group.eu) with reference **ASC**.