

**SUBJECT:** Communication - Announcement

## **PURCHASE ORDER ADMINISTRATIVE (M/F)**

Our **Equipment, Trading & Distribution (ETD) Business Line** is looking for a **Purchase Order Administrative**, which will have the following responsibilities:

- Purchase orders issuance for several Geographies;
- Check if Purchase Requisitions and related support documents are in place accordingly to Company's purchasing procedure;
- Get Purchase Orders approvals as per Business line Matrix;
- Work closely with Procurement Departments globally to have a fast, smooth and very efficient purchasing process;
- Reconciliation of Supplier Invoice for each PO (Supervision / Control only);
- Organization and file of purchasing documents;
- Digital archive of purchasing documents;
- Process improvement and purchasing control.

**BUSINESS LINE**  
ETD

**DEPARTMENT**  
ETD

**JOB TITLE**  
Purchase Order Administrative

**LOCATION**  
Porto, Portugal

**STARTING DATE**  
December 2020

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## **QUALIFICATIONS:**

The ideal candidate will have/ be:

- At least a Secondary School Level (Secretarial and Administrative Management degree a plus);
- Experience working with ERPs (SAP and IFS can be a plus);
- MS Office knowledge, with MS Excel and MS Word domain;
- Advanced English (French would be a plus).

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Key Skills:

- Used to work with international and multi-cultural teams;
- Ability to work in a fast grow and change environment;
- Ability to think and work under pressure;
- Strong attention to detail;
- Flexible, energetic and confident person;
- Ability to analyze data from a variety of sources;
- Organization;
- Good communication skills;
- Availability and sense of responsibility;
- Resilience and proactivity;
- Good teamwork skills.

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If you are interested in this career opportunity, please send us your CV to [voltaliarecruits@votalia.com](mailto:voltaliarecruits@votalia.com), with the subject "47.2020 Purchase Order Administrative".