



Moteo – Parts Procurement Coordinator

Who are we and what does the job include?

Moteo Two Wheels Europe is an **independent distributor of motorcycles and scooters** with its headquarters in Belgium and operations in The Netherlands, Belgium, France, Switzerland, Portugal, Spain and Germany. Moteo is the reference in Europe for motorized two-wheelers with a portfolio of 10 brands and distributes approximately 25,000 two-wheelers each year through its network of over 1,800 dealers. Our approach is one of confidence and experience; trust between Moteo Two Wheels and the manufacturers that we represent and experience towards our end customer.

Historically, Moteo group has always organized its procurement for all brands and all countries in a centralized manner with a dedicated procurement team, that provides essential services to all country teams by ensuring a lean ordering process and smooth supply chain. To reinforce our organization, Moteo is now **establishing a procurement team in Aveiro, Portugal**. Joining this newly created department gives you the unique opportunity to help shape the team and collaborate in an international environment.

As Parts Procurement Coordinator you play a crucial role in the **sourcing and inventory management of Parts & Accessories of one or more brands**. Your role as such has a direct impact on the service experience of Moteo's customers and on the financial performance of the Moteo Group.

If you are inspired by analyzing data and setting-up an action plan based on data in a fast-paced service environment, than the job of Parts Procurement Coordinator might be what you are looking for:

- together with the Teamlead Procurement you determine the procurement strategy, keeping in mind Moteo's service level and stock value targets;
- you independently ensure efficient follow-up and completion of the purchasing process, maintaining daily contact with suppliers and the 3PL service providers;
- you ensure completion of several administrative tasks linked to the purchasing process such as cost price calculations, customs formalities and environmental declarations;
- supplier exception management: you play a coordinating role between the relevant suppliers and the Moteo country teams.

Who are we looking for?

- Bachelor's degree or equivalent level of education/thinking
- Previous **working experience in a purchasing department** of at least 3 years (experience in the automotive sector is a plus)
- Strong interest in technical procurement
- Action oriented
- Good communication skills with **professional working proficiency in English** (both written and oral), knowledge of other languages is a plus
- Accurate and analytical

- Able to cope with deadlines and able to work independently
- Good knowledge of Office applications, specifically Excel

What's in it for you?

- You will find yourself in a **dynamic organization where you can take responsibilities** in an environment where people know each other and help each other as a team.
- We offer a competitive compensation and benefits package, incl. a bonus system, medical insurance and daily lunch allowances.
- Having started out as a family business, **our values – Entrepreneurship, Performance & Respect** – make us think long term and are deeply embedded in our organization.

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