



Moteo – Procurement Support

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 Procurement Support you are assigned a **variety of administrative tasks ensuring a proper flow of information** within the procurement team and to external stakeholders.

If you like helping out colleagues with their questions while also accurately verifying data and documentation, the tasks of the Procurement Support might be what you are looking for:

- verifying order confirmations & invoices and ensuring they are correctly processed;
- follow-up of shipments with suppliers, forwarders and 3PL service providers;
- timely and accurate processing of inbound shipments and of related shipping documents;
- 3PL exception management and providing feedback to the Moteo country teams;
- monitoring completion and accuracy of product data.

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)
- Good communication skills with **professional working proficiency in English** (both written and oral), knowledge of other languages is a plus
- Administratively strong and punctual
- Flexible team player
- 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.

<https://www.moteogroup.com/>