



Purchasing Administrative Service

Location: **Brussels**

Are you ready to take your career to the next level?

Do you thrive in environments that challenge and inspire you?

Would you like to grow within a team that values both excellence and enjoyment at work?

Taleo Consulting is an international management consulting group with offices in **France, Luxembourg, Belgium, The Netherlands, Switzerland, Spain, Singapore, Portugal, and Italy.**

We've grown into a team of **450+ talented professionals** across **10 offices worldwide**, partnering with leading organizations in **Financial, Life Sciences, Retail, and Energy** - Sectors, to drive transformation and deliver lasting impact.

At Taleo, you'll find more than just a job. You'll join a community of ambitious consultants who share a passion for growth, innovation, and teamwork. Together, we create an environment where you can develop your skills, take on new challenges, and truly make a difference.

What Will You Do?

At Taleo Consulting, we believe that **our growth starts with our people**. When our consultants thrive, so do our clients.

Motivated, curious, and passionate professionals make a real impact, not only on their own careers but also on the success of the organizations they support.

We're looking for individuals who **embody our values** and help us foster strong, trust-based relationships with both our **clients** and our **teams across the globe**.

Our success is built on the **talent, collaboration, and commitment** of our people and we're now looking for a **Purchasing Administrative Service** to join our journey.

Sector: Energy / Utilities

Key Tasks:

- Provide **administrative support** within the purchasing department
- Ensure **timely creation and management of purchase orders** in SAP across different purchasing groups
- Monitor the **purchasing process** and follow up on pending orders
- Communicate with **internal stakeholders and suppliers** to provide accurate order information



- Update, modify, and adapt purchase orders as needed

How do we imagine our future Purchasing Administrative Support?

- Ensuring efficient and accurate management of purchase orders across all purchasing groups
- Acting as the primary point of contact for internal stakeholders and suppliers regarding purchasing queries.
- Supporting the continuous improvement of purchasing processes and SAP usage
- Contributing to timely, compliant, and smooth operations within the purchasing department

Requeriments:

- Medior experience or Interest in logistic processes
- Good practice of SAP MM and Microsoft applications
- Good analytic, organizational and accurate competences
- Bachelor's degree in a technical and/or administrative field or equivalent experience.
- Ability to establish a good relationship with internal customers
- Be proactive and communicate with ease
- Knowledge of the purchasing process is essential
- Team player and willing to assist other team members when necessary.
- Additional requirements:
- French or Dutch mother tongue, good knowledge of the other national language. Very good knowledge of English.

We attract top talent and empower them with the right environment to excel and drive collective success.

Why should you join us?

By joining Taleo, you'll become part of a **talented, international, and dynamic team**.

You'll benefit from **real career growth opportunities**, continuous learning, and the chance to build **long-lasting relationships** across borders and industries.

If you recognize yourself in this description and are ready to grow with a company that values ambition, collaboration, and excellence, let's connect.

Share your CV and take the next step in your journey with Taleo

