



Procurement Administrator

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 **Procurement Administrator** to join our journey.

Mission context

Within a leading Bank, the Procurement Support team plays a key role in the administrative and operational management of procurement processes, ensuring compliance and efficiency. In a regulated and fast-paced environment, we are looking for a Multiskill **Operational Administrator** to join our team. Your role will be diverse, administrative, and operational, with a strong focus on accuracy, attention to detail, and follow-up.



You will work with our core tools (**Ivalua, SAP**, etc.) and interact with buyers and internal stakeholders.

Key Responsibilities:

1. Supplier Administrative Management

- **Creation and monitoring of suppliers in our systems (Ivalua, SAP, etc.):**

- Verify and encode supplier data (contact details, legal information, etc.).
- Ensure consistency and completeness of information before validation.

- **Data maintenance:**

- Regularly update supplier information (contacts, IBAN etc.).
- Archive and organize related documents.

2. Supplier Risk Analysis & Follow-Up

- **Encode supplier risk assessment requests :**

- Verify completeness and accuracy of requests coming from our buyers.
- Input requests into dedicated tool.

- **Active monitoring of risk analyses:**

- Follow up with suppliers to obtain questionnaire responses (with the help of buyers).
- Escalate blockers or high-risk cases.

3. Contract Publication & Verification

- **Pre-publication contract data checks:**

- Compare data encoded in Ivalua by buyers with contractual documents.
- Identify and report to buyers discrepancies or errors (amounts, dates, etc.).
- Follow up on corrections with buyers in case of anomalies.



- Publish contracts in the systems and ensure accessibility for stakeholders.

4. Miscellaneous Administrative Tasks in Ivalua

- **Operational support** for buyers and other stakeholders :

- Handle administrative requests.
- Resolve minor issues. Language requirements

Language requirements :

Dutch: Good knowledge understanding, writing and speaking

French: Good knowledge understanding, writing and speaking

English: Fluent knowledge understanding, writing and speaking

Education

Minimum secondary education degree or equivalent by experience

Telework Expectation: 50% on site & 50% homeworking

Required experience / knowledge : At least **6 years** of experience in administration

Technical experience:

Mandatory:

- Good expertise in MS Office

Preferable:

- Knowledge of Procurement tools (**Ivalua**)
- Knowledge of **SAP**

Business experience:

Mandatory:

- Ability to work with sensitive data and spot inconsistencies
- Organization and priority management: Handle multiple files simultaneously under tight deadlines.
- Comfortable interacting with various stakeholders (buyers but also teams in Portugal and India).
- Stress resilience: Thrives in a fast paced environment with deadlines.



Preferable:

- Administrative experience in a structured environment (preferably in procurement and supply chain)

Soft Skills:

- Strong communicator, diplomatic and customer-oriented
- Able to work independently and to prioritise
- Problem-solver
- Accuracy and precision, quality-minded

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

