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## About the company

Qplox is a fast-growing company offering test and automation engineering. Headquartered in Leuven, with offices in Barcelona and Eindhoven.

Our clients are major multinational enterprises and local companies from automotive, semiconductors, RF, consumer electronics.... Our Test automation group offers a one stop shop for design of automated test benches, system integration production, lab automation and data acquisition systems, with a growing focus in IoT sensor networks.

Our consultancy department offers services in RF, semiconductors and electronics design and test, as well as on the crossing roads of Nanotechnology, Bio-Science Engineering and Biotechnology.

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## Job Description

The candidate will organize and execute the supply chain activities for the PPS Team in Leuven: planning and ordering of components and material, following up deliveries and reporting to the project teams.

### The assignment

- Creating purchase orders with ERP programs (SAP, ODOO).
- General supply chain support to the department.
- Having contact with suppliers, asking for quotations based on the request and requirements set by the requester within the team.
- Following up the purchase orders for on-time delivery and adaptations.
- Follow-up of the customers RFQ, offer, deliveries, picking up the goods if needed.
- Follow-up of the invoicing and goods receipt with the accounting department.
- Creating shipping notes in SAP, for packages that need to be sent to partners.

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## Candidate Description

The candidate

- has knowledge of logistic procedures. and can assist in setting up missing processes.
- has experience with logistic tools (SAP, ODOO, MRP, CRM, ...).
- is customer oriented, stress resistant, strong organizational skills and has a problem-solving approach.

Additional specifications

- Fluent communication (oral and written) with suppliers and customers.
- English is mandatory, Dutch knowledge is a plus.
- Experience with logistic processes in an electronics assembly company is a plus.

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## We offer

An attractive salary package with extra benefits. A high tech, multicultural and young ambient. A fast track in a growing company. Formation in multidisciplinary environment plenty of learning opportunities.

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## Contact

Send your CV and application letter to [jobs@qplox.com](mailto:jobs@qplox.com) with the subject "Supply Chain Logistics (Temporary)".