

NHV Group – Expression of Interest: Junior Purchaser

Job summary

Are you ready to begin or further develop your career in procurement within an international aviation environment? As a **Junior Purchaser**, you help ensure that the parts and services needed for our base and line maintenance activities are available at the right time, in the right place and at the best possible cost.

Working closely with experienced purchasers, internal stakeholders and suppliers, you will support an accurate and reliable purchasing process. You will follow up open orders, maintain procurement data and help resolve delivery issues in accordance with our internal procedures.

Please note that this is an expression of interest only. We are currently building a talent pool for future opportunities and are not actively recruiting for this position at this time.

Your responsibilities include:

- Creating and managing purchase orders while checking pricing, accuracy and compliance with agreed terms and internal procedures.
- Monitoring open purchase orders and following up with suppliers to support the timely delivery of parts and services.
- Maintaining accurate purchasing records, supplier information and data within our ERP and procurement systems.
- Identifying and escalating potential delays, discrepancies and supply risks.
- Acting as a day-to-day contact for suppliers regarding order status, delivery information and discrepancies.
- Supporting the resolution of late deliveries, shortages and other delivery-related issues.
- Assisting with supplier performance monitoring and collecting information for follow-up actions.
- Working closely with colleagues in purchasing, maintenance, logistics and other internal departments.
- Contributing ideas to improve order follow-up, data quality, team efficiency and service levels.
- Gradually building your procurement knowledge and taking ownership of purchasing activities.

You will also participate in the **Aircraft on Ground, or AOG, on-call rotation approximately once every four to five weeks**. During these time-critical situations, you will coordinate with suppliers, logistics providers and internal teams to help minimize aircraft downtime. This out-of-office-hours support can be provided remotely from home.

What you bring

We are looking for an accurate, proactive and motivated colleague who is eager to learn and develop within an international procurement environment.

You bring:

- A bachelor's degree or an equivalent level gained through experience.
- Initial experience in purchasing, supply chain, logistics or an administrative role, which is considered an advantage.

- Experience with an ERP system such as Navision or SAP, or a willingness to learn.
- Professional proficiency in English.
- Knowledge of French is considered an advantage.
- Good written and verbal communication skills.
- Good IT skills and digital literacy.
- An interest in developing your negotiation and influencing skills.
- Strong organizational and analytical abilities.
- A proactive, solution-oriented and results-driven approach.
- Attention to detail and the ability to remain flexible under pressure.
- A collaborative mindset and the ability to build professional relationships.
- A genuine willingness to learn and grow within the role.

What we offer

Join the Thrilling World of Aviation

Step into an exciting career in an international helicopter services company that combines a youthful spirit with over 25 years of industry expertise.

At NHV, you will have the opportunity to start or develop your procurement career within a dynamic, international aviation organization supporting worldwide, 24/7 helicopter operations.

What We Offer

When you join our team, you can count on a permanent (indefinite) contract and a competitive salary package. Our benefits include:

- Meal vouchers
- Group and hospitalisation insurance
- Commuting reimbursement or bike allowance
- Eco cheques and gift vouchers
- Access to the Benefits@Work platform on which you can find exclusive employee discounts and offers
- Company phone and laptop
- Flexible working hours and the option to work from home
- Vacation days: 4 legal vacation weeks, 2 additional (extralegal) leave weeks, and 10 public holidays
- The opportunity to learn from experienced purchasing professionals.
- Close collaboration with purchasing, maintenance, logistics and other internal teams.

This role includes a standby duty roster system.

Life at the Office

We believe in creating a positive and engaging work environment. Our in-house festivity committee keeps morale high with regular activities such as team quizzes, padel tournaments, "Break the Week" sessions, and winter BBQs.

Ready to take the next step in your procurement career? Join NHV and help keep our worldwide helicopter operations moving.

<https://nhv.be/>