

ConnectingChemistry

Brenntag is the global market leader in full-line chemical distribution. Headquartered in Mülheim an der Ruhr, Germany, the company operates a global network with more than 530 locations in 74 countries. In 2015, the company, which has a global workforce of more than 14,000 employees, generated sales of EUR 10.3 billion (USD 11.5 billion).



Our team currently has an opening:

Job Title: Sourcing Assistant
Team: Sourcing
Reports to: Vice-President Strategic Sourcing
FLSA Status: Exempt Non-Exempt
Status: Full-time Part-time

Summary of Job Purpose and Function

Performs administrative and office support activities for the Sourcing Department and Product Management team. Duties may include, making travel, meeting and event arrangements; preparing reports, presentations and financial data. Also, requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, outside clients and vendors. Sensitivity to confidential matters is required.

Essential Responsibilities and Tasks

- Provide confidential, reliable and comprehensive administrative support
- Prepare, review and compose correspondence and routine forms
- Maintaining calendars, coordinating internal and external meetings
- Arranging and processing travel expenses for domestic and international travel; organize and pay Executive expense reports
- Create and maintain supplier reports
- Support monthly product updates to be shared with commercial teams
- Support Global Sourcing Initiative
- Management of contract tracking
- Assist with planning and organizing several annual meetings
- Assist in the development of various types of presentations
- May require management of multiple projects simultaneously

Experience, Education and/or Training

BASIC QUALIFICATIONS

- 3 -5 years of experience as an Office Assistant in a professional corporate environment
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
- Ability to understand and analyze corporate operating practices
- Detail oriented and comfortable working in a fast-paced environment
- Exceptional customer service and communication skills

Brenntag is an Equal Opportunity Employer

Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, protected veteran status, disability, or any other characteristic protected by law.