

**PURCHASING ASSISTANT**

Working hours: Mon-Fri 08:00am-5:00pm

2 days off/month

Salary: 150 Euros/m

Location: Malta

Minimum duration: 2 months

**COMPANY DESCRIPTION**

BD Electronics is a subsidiary of the German Electronic distributor, ML Components based in Germany (Mainz). Our office is in Malta, and the purchasing department is multilingual with over 10 languages being spoken on a daily basis. The team at BD Electronics prides itself on its sourcing ability of electronic components. We have direct contact with over 700 recognized EC vendors worldwide. Additionally, BD Electronics has visibility on otherwise hidden "Excess OEM Stock" from 100's of OEMs globally. Therefore, we are recognized for our ability to find Components that other Electronic distributors do not typically have access to.

**RESPONSIBILITIES**

* Locating products
* Negotiate pricing, recognize market trends and in-demand items
* Developing and maintaining business relationships with Vendor Reps.
* This position interfaces internally with the Sales Department and externally with Vendor Reps. Applicant should be able to work well with others, and must be detail orientated

**REQUIREMENTS**

* Good Knowledge of Microsoft Excel
* Proficiency in English
* Strong Communication skills
* Attention to details
* A positive attitude & ability to work in a team
* Extra language is an advantage