

REF: PRA2202

POSITION: Purchase Assistant

LOCATION: Maia/ Portugal

About Nonius

16 years of experience in hospitality technology

[Nonius](#) provides hospitality technology to more than 330,000 rooms worldwide – in Hotels of the most renowned international chains and several of the most emblematic and recognized independent hotels.

With 11 subsidiaries in EMEA and the Americas and an extensive service partners network, Nonius is equipped to serve global hotel groups, local chains and independent hotels.

We also bring hospitality to other markets such as Outdoor, Apartments, Co-living, Healthcare, Maritime and other Sport and Leisure facilities.

Job description/specification

Purchase Assistant, who will be directly involved in Nonius international purchasing and logistic process and administrative tasks management.

Responsibilities/tasks

- Negotiation and purchasing with national and international suppliers.
- Sourcing new suppliers;
- Stock management / Identification of Purchasing needs;
- Inventory reports / analysis;
- Logistic experience with (collections schedule, handling documentation, shipment follow up);
- Suppliers invoice registration;
- Reverse Logistics /(RMAs) managements with suppliers.

Profile we are looking for

- We are looking for smart, good spirit, and talented people;

- Degree in management, logistics or areas or relevant areas;
- Minimum of two years in similar role;
- Fluent in English - mandatory;
- Fluent in Spanish - preferable;
- Driving license – Category B.

What we offer

- An exciting role on an established company that has been growing sustainable year on year;
- Competitive salary package including health insurance;
- Great working environment and to be part of a young and vibrant that works closely with the remaining teams;
- Great Office environment with fully equipped, fully prepared to keep physical distance, staff kitchen, free beverages (coffee, tea, ...), served by nearby subway.

Please send your resume in English to jobs@noniussoftware.com with reference **PRA2202**.