INTERNATIONAL PURCHASING ASSISTANT

Working hour: 7 am – 4 pm Monday-Thursday; 7 am – 3 pm Friday

COMPANY DESCRIPTION

Bd Electronics Ltd. an international distributor of electronic components, based in Malta. We provide obsolete technology products globally to manufacturers of various industries: medical, aerospace, military, computer, telecommunications and transportation. We are a rapidly growing company with an energetic and international workforce who operates in a positive, competitive environment.

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

• Currently enrolled or owner of Bachelor’s or Master’s degree in Economics/Supply chain management/International Trade
• Attention to detail
• Good organizational skills
• Good level in English
• Good communication/negotiation skills and teamwork
• A positive attitude
• Chinese language is an advantage