



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