



BNP Paribas Real Estate is an international company providing services — from Transaction to Valuation, Property Management, Investment Management, and Consulting — in the real estate world. Our motto? Providing clients with our expertise, market knowledge and the best customer care !

As part of the implementation of a Hub dedicated to Corporate and Production procurement (Property Management, Investment Management) in the Benelux, BNP Paribas Real Estate Belgium is creating the position of:

**FTE**  
**TEAM LEADER PROCUREMENT**  
**(FR/NL/EN)**

**JOB DESCRIPTION**

**WORK ENVIRONMENT**

You will manage the operations of a department of five people, including yourself. In this role, you will work with various contacts (Suppliers, Business Lines Departments, Central Procurement Department, Accounting and Management Control, OPC, Compliance, COO, BNPP Representatives from three countries, etc.) based in different countries. You will report to BNPPRE Netherlands COO.

**ROLE & RESPONSABILITIES**

As a team leader, you will:

- Organise the team schedule, dispatch tasks between members, and coach your team on a daily basis: training, upskilling resources, motivating, etc. ;
- Report regularly to your line management on the Hub's running and on the monitoring of objectives ;
- Be the person of contact for the Head of Procurement France in the monitoring and monthly coordination of the Procurement activity in BNP Paribas Real Estate Group ;
- Prepare the Hub's Governance Committees by producing the ad hoc reporting and chairing the Supplier Risk Committees of the three countries ;
- Prepare periodic reports (savings made, procurement dashboard, supplier compliance, CSR, etc.) and ensure the quality and exhaustiveness of the information required ;
- Contribute and monitor procurement administrative tasks for the Benelux entities (pre-qualification, qualification, assessment and monitoring of supplier risks) ;
- Transpose the Group procurement standards at a local level by ensuring the homogenisation, consistency and update of practices across the three countries ;
- Keep the business lines informed on the standards through regular communication and awareness ;
- Ensure the rigorous application of risk assessment and incident management tasks, while guaranteeing the necessary responsiveness and proactiveness to ensure services to customers ;
- On an exceptional basis, provide operational support to buyers to ensure service continuity with the Business Lines of each country



## **CAREER AND SKILLS DEVELOPMENT**

As the Hub is still being created, there will be a transformation and change management aspects added to the first year in the role. In particular, your performance in this position will enable you to develop your technical skills in:

- The creation of a new activity service within the Group ;
- The organisation and processes of a procurement department: standards, risks and control;
- Supplier relationship monitoring: strategy associated with the supplier panel, performance assessment, risks, compliance, legal, CSR ;
- Knowledge of e-Procurement tools and associated data flows.

## **WHAT MAKES YOU THE PERFECT CANDIDATE?**

- You are organized, meticulous and an assertive colleague ;
- You like to work in a team and have strong interpersonal skills ;
- You want to develop in a challenging international environment ;
- You have 5 to 10 years' experience as a team leader in a similar role with the ability to teach and show diplomacy with all kinds of stakeholders ;
- You master procurement topics and are able to contribute to the implementation of a new e-procurement organisation, processes and tools ;
- You have experience with project and change management ;
- You have a Bachelor/Master's degree or university equivalent in procurement and/or business management ;
- You have strong analytical skills and ability to take control over a project ;
- You have basic legal and financial knowledge relating to supplier referencing ;
- You are proficient in the use of office tools with good Excel reporting skills ;
- You are fluent in French and Dutch, having a good knowledge of English is required ;

## **THIS IS WHAT WE OFFER YOU:**

- An attractive salary package ;
- Opportunities to grow within the organization that is the leader in Property Management in Europe and Belgium
- A dynamic working environment within an international company

If you think **you are the one we are looking for**, you are invited to send your application and Curriculum Vitae to [hr.rebe@realestate.bnpparibas](mailto:hr.rebe@realestate.bnpparibas). We look forward to meeting you !