

Job description Procurement Officer (Sourcing)	
Organization	Challenge BE (LGG)
Reports to	Procurement Manager
Location	Liège – Belgium
Position Code	CHG66
Job Purpose	The Procurement Officer plays a key supporting role in the airline’s supply chain by focusing primarily on the sourcing of suppliers, materials, and services essential to flight operations, maintenance, ground handling, inflight services, and administrative functions. This role involves market research, supplier identification, quotation management, and supporting negotiation efforts. The ideal candidate is analytical, resourceful, and capable of managing multiple sourcing activities in a fast-paced aviation environment.
Responsibilities	<p>Sourcing & Market Research (Primary Duty)</p> <ul style="list-style-type: none"> • Conduct market research to identify qualified suppliers for indirect procurement categories. • Manage the RFQ (Request for Quotation) process, preparing specifications, obtaining quotes, and ensuring timely responses. • Prepare cost comparison analyses covering price, payment terms, lead times, and service quality. • Maintain and update the approved supplier list with new vendors and product offerings. <p>Contract Negotiation Support</p> <ul style="list-style-type: none"> • Assist in contract preparation, negotiations, and renewals. • Provide analysis and background research to support negotiation strategies (pricing benchmarks, service levels, market trends). • Review draft contracts for accuracy, completeness, and compliance with internal policies. • Coordinate with internal stakeholders to ensure contract requirements align with operational needs. <p>Supplier Coordination & Relationship Management</p> <ul style="list-style-type: none"> • Communicate with vendors to clarify requirements, technical details, timelines, and pricing. • Facilitate supplier meetings, presentations, and product evaluations. • Track supplier performance issues and escalate concerns. <p>Cost Control & Compliance</p> <ul style="list-style-type: none"> • Contribute to preliminary cost analyses and identify cost-saving opportunities during sourcing. • Support budget monitoring for indirect procurement categories. <p>Reporting & Documentation</p> <ul style="list-style-type: none"> • Maintain sourcing records including price lists, supplier profiles, and quotation history.

	<ul style="list-style-type: none"> • Prepare summary reports on sourcing activities, market findings, and supplier updates. • Support data entry and updates in procurement or ERP systems.
<p>Job Requirements</p>	
<p>Qualifications & Experience</p>	<ul style="list-style-type: none"> • Master or bachelor’s degree in business administration, Procurement, Supply Chain Management, Economics, Finance, International Trade, Aviation Management, or a related field. • A first professional experience in procurement, sourcing, contracts, or a corporate environment is preferred; previous exposure to the aviation industry is considered an asset. • Understanding of basic sourcing principles, supplier evaluation, and supply chain dynamics. • Proficiency in MS Office (strong Excel skills preferred), with the ability to efficiently use digital tools, procurement platforms, and data systems; digital-friendly and comfortable working in a technology-driven environment.
<p>Skills & Competencies</p>	<ul style="list-style-type: none"> • Fluency in English (written and spoken); additional languages are an advantage • Strong research and analytical skills, data-driven. • Excellent communication and negotiation support abilities. • High level of rigor, accuracy, and attention to detail • Ability to manage multiple tasks and work under time pressure. • Team player with a proactive and learning mindset. • Strong learning capacity with the ability to quickly understand new categories, systems, and processes.