

## Procurement and Inventory Control Officer - Space Sector

As a Procurement and Inventory Control Officer at Bradford Space Luxembourg, you will play a crucial role in ensuring the efficient and effective procurement of goods and services. You will work closely with internal stakeholders and external vendors to secure the necessary resources to support our mission.

### Key Responsibilities:

- **Procurement Processes:** Oversee the end-to-end procurement process, from requisition to delivery. Ensure compliance with company policies, industry regulations, and ethical standards. Work with Finance Lead to place orders and provide invoices.
- **Vendor Management and Strategic Sourcing:** Identify, evaluate, and manage relationships with suppliers and vendors in the space industry. Develop and implement strategic sourcing strategies to optimize costs, quality, and delivery timelines. Work with project managers to identify potential risks in the supply chain and implement strategies to mitigate these risks.
- **Inventory Management:** Control and inspect incoming deliveries according to company quality standards. Track stock/inventory and manage supply/demand of production items. Manage inventory storage locations and types.
- **Quality Control:** Maintain compliance with company quality standards. Track and manage certifications for purchased items. Ensure best practices for item handling, storage, and use.

### Qualifications:

- Bachelor's degree in Business, Supply Chain Management, or a related field or;
- Proven experience as a Procurement and Inventory Control Officer in the space, aerospace, automotive, or defence industry.
- In-depth knowledge of procurement processes, strategic sourcing, and vendor management.
- Strong negotiation and contract management skills.
- Familiarity with Quality Control/Product Assurance is a plus. Familiarity with space industry is a plus.
- Effective communication and interpersonal skills.
- Ability to work in a fast-paced and dynamic environment.

### What we can offer in return

We offer you the chance to participate in the production of subsystems that will enable a new class of missions in low-earth-orbit and beyond. You would take on a valuable role in a new, revenue-generating company, with an aggressive development schedule featuring rapid hardware iterations. You would be working closely with experts in satellite subsystem domains and contributing to their production.

### Contract Type, location and conditions

This is a full-time CDI located in Belvaux, Luxembourg with occasional travel possible. The role is open to candidates of any age, gender, orientation, that have or can get work authorization within the EU. We encourage applications from people even if they do not have all the desired skills listed!

Is this you? If so, apply via the online form here: [Job Application Form](#)