ISB The International School of Brussels

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PROCUREMENT ASSISTANT (6 months contract)

Department: Procurement
Reporting to: Procurement Senior Coordinator
Last updated: November 2026

The International School of Brussels (ISB) is a dynamic, inclusive learning organization committed to developing independent learners and international citizens. The school is a vibrant community in which students, teachers, staff and parents work together towards the achievement of our mission and goals.

Introduction to the position

The Purchasing Department team of 3 provides centralised sourcing and purchasing services to support the school's Operations and Events. The Purchasing Assistant reports directly to the Purchasing Senior Coordinator.

Key accountabilities

Administrative support

- Initiating price and product inquiries with vendors, and comparing vendor prices (RFPs)
- Create purchase orders from approved budget requests, place orders with selected vendors, and track deliveries to ISB
- Ensure effective & timely electronic receipt of goods in our ERP system, handle return shipments
- Follow-up of inbound & outbound deliveries, including back-orders, missing items, and processing re-orders with vendors
- Verifying processing and approving vendor invoices in close cooperation with accounts payable officer in the Finance Department
- Assist Faculty & Staff with submission of seasonal budget item requests
- General office administration, supporting other team members

Operational support

- Physical reception of school supplies and equipment from multiple suppliers and country-origins
- Ensure distribution of goods to multiple locations on campus in close cooperation with the internal delivery team
- Monitor status of shipments / deliveries and respond to queries from initiators of orders
- Contribute to the continuity of Procurement Office services during school breaks
- Ad hoc duties such as physical on-site support of school events that can take place after school hours or at week-ends

ISB Shop

- Assist with running ISB's on-campus and online retail shop, including sales, inventory management, and shipping out to customers
- Re-ordering apparel & accessories where necessary
- Helping to maintain the ISB Shop website in close cooperation with the ISB Communications team
- Assemble, distribute and track 'welcome materials' for new families (such as School Starter kits for new students) at various key times of the year + in-year replacement supplies

Skills and competences

Technical

- IT literate (MS Office, Outlook, Google Drive & Google Docs)
- Ability to communicate clearly in English in writing and verbally (English is the operational language of the school)
- Operational knowledge of French and/or Dutch a definite plus (for external contacts)
- Prior experience in purchasing
- Prior exposure to an (international) school environment is an asset

Behavioural

- Well-organised and problem-solving oriented, with a focus on proactive planning and implementation
- Hands-on, flexible, 'can-do' attitude
- Time management skills, accurate, detail-oriented
- Excellent communicator
- Team spirit, flexible, sense of humor

Instructions for application

The International School of Brussels is an equal opportunities employer and does not discriminate based on race, colour, gender, sexual orientation, national origin, religion or marital status. ISB has established a rigorous vetting process and code of conduct for all employees with regard to child protection.

If you are interested and meet the qualifications criteria above, please apply today by sending your application to recruitment@isb.be
Only candidates with a valid work permit in Belgium will be considered.
The deadline for applications is November 6, 2026.

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