Job Reference

486_23_MNG_FA

Position

Purchasing Junior Officer

Data de tancament

Dimecres, 31 Gener, 2024

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Job title: Purchasing Junior Officer

About BSC

The Barcelona Supercomputing Center - Centro Nacional de Supercomputación (BSC-CNS) is the leading supercomputing center in Spain. It houses MareNostrum, one of the most powerful supercomputers in Europe, was a founding and hosting member of the former European HPC infrastructure PRACE (Partnership for Advanced Computing in Europe), and is now hosting entity for EuroHPC JU, the Joint Undertaking that leads large-scale investments and HPC provision in Europe. The mission of BSC is to research, develop and manage information technologies in order to facilitate scientific progress. BSC combines HPC service provision and R&D into both computer and computational science (life, earth and engineering sciences) under one roof, and currently has over 900 staff from 55 countries.

Look at the BSC experience:

- BSC-CNS YouTube Channel
- Let's stay connected with BSC Folks!

We are particularly interested for this role in the strengths and lived experiences of women and underrepresented groups to help us avoid perpetuating biases and oversights in science and IT research.

Context And Mission

We are looking for a qualified candidate to assume the role of Purchasing Officer within the Management Department. As a Purchasing Officer, you will manage procurement processes, order registrations, and public contracts. Your mission is to ensure the efficient and compliant execution of purchases and contracts, contributing to the smooth operation of our organization.
Key Duties

- Purchase management general support
- Preparation and processing of purchase orders
- Control of delivery times, delivery notes and invoice conditions
- Asset management and inventory update
- Formalization of minor contracts
- Processing of documentation. Follow up on signatures and constitution of guarantees
- Follow-up of execution of contracts: Minutes of reception and payment proposals
- Documentation filing
- This does not fully define the role but covers the main aspects and drivers for success.

Requirements

- Education
  - University education or professional degree
  - Other qualifications related to the field of business administration and purchasing will be considered

- Essential Knowledge and Professional Experience
  - 0 - 2 years of experience in a similar position

- Additional Knowledge and Professional Experience
  - Advanced knowledge of an ERP system (SAP Business One or similar)
  - Advanced level Microsoft office (Specially Excel)
  - Knowledge of public procurement will be valued: Law and Regulation of Contracts of Public Administrations (RD 2/2000) or of Law 9/2017 of Contracts of the Public Sector

- Competences
  - High level of Spanish, oral and written (for Spanish documents processing)
  - At least medium level of English, oral and written
  - Attention to detail and meticulousness
  - Flexibility and availability
  - Communicative and ability to work as a team
  - Proactiveness and initiative

Conditions

- The position will be located at BSC within the Management Department
- We offer a full-time contract (37.5h/week), a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible working hours, extensive training plan, restaurant tickets, private health insurance, support to the relocation procedures
- Duration: Open-ended contract due to technical and scientific activities linked to the project and budget duration
- Holidays: 23 paid vacation days plus 24th and 31st of December per our collective agreement
- Salary: we offer a competitive salary commensurate with the qualifications and experience of the candidate and according to the cost of living in Barcelona
- Starting date: asap
Applications procedure and process

All applications must include:

- A motivation letter with a statement of interest in English, including two contacts for further references - Applications without this document will not be considered
- A full CV including contact details in English

Deadline

The vacancy will remain open until a suitable candidate has been hired. Applications will be regularly reviewed and potential candidates will be contacted.

OTM-R principles for selection processes

BSC-CNS is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission and the Open, Transparent and Merit-based Recruitment principles (OTM-R). This is applied for any potential candidate in all our processes, for example by creating gender-balanced recruitment panels and recognizing career breaks etc.
BSC-CNS is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other basis protected by applicable state or local law.
For more information follow this link
Barcelona Supercomputing Center - Centro Nacional de Supercomputación