61_MG_Adm

Job Reference

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Position

Purchase & tenders support officer

Data de tancament

Diumenge, 31 Març, 2019
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Job title: Purchase & tenders support 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, and is a hosting member of the PRACE European distributed supercomputing infrastructure. 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 500 staff from 44 countries.

Look at the BSC experience:
BSC-CNS YouTube Channel
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Context And Mission

We are looking for the best candidate to give support in the management of purchases, registration of orders and public contracts awarded.

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 of signatures and constitution of guarantees
- Follow-up of execution of contracts: Minutes of reception and payment proposals
- Documentation file

Requirements

- Education
  - University education with the intermediate level, related to Public Law (public administration and management, a first cycle of law degree or social graduate)
  - Other qualifications related to the field of business administration, economics will be considered

- Essential Knowledge and Professional Experience
  - 0-2 years of experience in a similar position.
  - 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.
  - High level of Spanish, oral and written (for Spanish documents processing).
  - At least medium level of English, oral and written.

- Competences
  - Attention to detail and meticulousness.
  - Flexibility and availability.
  - Communicative and ability to work as a team.
  - Proactivity and initiative.

Conditions

- The position will be located at BSC within the Management Department
- We offer a full-time contract, a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible hours, extensive training plan, tickets restaurant, private health insurance, fully support to the relocation procedures
- Duration: Temporary - for sick leave - renewable
- 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: March 2019

Applications Procedure

All applications must include:

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

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

Diversity and Equal Opportunity Employment

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.

Barcelona Supercomputing Center - Centro Nacional de Supercomputación

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