



BIOMEDICAL SCIENCE FOR THE BENEFIT OF SOCIETY

## **“PURCHASING MANAGER”** *Centre for Genomic Regulation (CRG)*

### **The Institute**

The Centre for Genomic Regulation (CRG) is an international biomedical research institute of excellence, based in Barcelona, Spain, with more than 400 scientists from 44 countries. The CRG shares principles of an interdisciplinary, motivated and creative scientific team that is supported by high-end and innovative technologies and a flexible and efficient administration.

CRG has been conferred with a badge of 'HR Excellence in Research' by the European Commission, in recognition to its progress in implementing the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers, that among others consists of transparent, merit-based recruitment procedures and attractive work-life balance working conditions.

For further information: [www.crg.eu](http://www.crg.eu)

### **The area**

The procurement team is composed of seven members and one externalized position in the warehouse, and reports to the Head of the Finance Department. Its purpose is to maximize value for money of Centre's purchases, and to guarantee delivery time, quality of goods and services, and compliance in public procurement regulations.

The area manages the procurement of the CRG which includes the National Centre for Genomic Analysis (CNAG-CRG) located at the Parc Científic de Barcelona (PCB). Purchases of goods and services amount about 20 million euro per year, of which 12 million euro are related to consumables, scientific services, maintenance services and others. Equipment purchases amount about 2 million euro per year. The area prepares Invitations-To-Tender, Requests-For-Quotation, Contracts and Purchase Orders (about 19.000 PO per year) to about 200 different national suppliers and 100 international suppliers. Products purchased are multiple; most of them are chemicals, reagents and others, resulting in thousands of different items.

The Oracle EBS ERP system together with a B2B sourcing and procurement portal are the main tools to manage procurement at CRG.

### **The role**

We are looking for a Purchasing Manager with interest in the research/academic environment to lead the procurement team in the Finance Department and coordinate the efforts needed to comply and implement the increased workload and requirements of the public procurement regulations in force since March 2018. The ideal candidate will have commercial awareness, excellent negotiation skills, ability to lead, monitor and motivate a team, a head for numbers and analytics with an eye for continuous improvement. Resilience, time management and the ability to deliver to deadlines as well as service orientation are also essential skills for the position.

Main responsibilities include:

- Oversee daily operations of the procurement area. Coordinate and lead Procurement team.
- Monitor compliance with internal and external purchasing regulations.





- Overview user's requests and approve Purchase Orders to be sent to suppliers. Reply and manage service calls sent from end users when necessary.

- Lead negotiation with external vendors to secure the most advantageous terms. Collect information and prepare comparatives among different suppliers. Scout for potential suppliers and build good relationships with them.

- Oversee electronic procurement tools and purchasing portal. Maintain the ERP system periodic operations such as updating foreign currencies conversion, reconciling inventory transactions and conduct monthly closures.

- Track, control and report key functional metrics and implement measures to correct deviations and enhance performance. Provide ad-hoc reporting of procurement data.

- Train users with procurement procedures and maintain communication channels to end-users updated (emailing, intranet, etc)

#### Whom would we like to hire?

- Bachelor's degree (business administration, engineering, etc)
- Knowledge of Spanish public procurement regulations.
- Knowledge of international trade (import/export)
- Advanced level of English, Spanish and Catalan, spoken and written.
- 5 years' experience in procurement, supply chain management or equivalent experience.
- Excellent negotiation skills and user orientation
- Good team management skills.
- Proactive. Hands-on and problem resolution oriented.
- Rigorous and resilient. Flexible and able to respond to change.
- Organizational skills. Ability to cope with the pressure of demanding targets and tight deadlines.
- MS Office advanced user. Excellent command in excel.
- Experience with ERP Systems, website portals and e-procurement

#### Desirable but not required

- Experience in public research management.
- Experience in life-science industry or environment (biology, medicine, pharma or chemistry)

#### The Offer

- **Contract duration:** 2-year full-time position with option to renew
- **Estimated annual gross salary:** Salary is commensurate with qualifications and consistent with our pay scales.
- **Target start date:** 1st October

We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities.

We offer and promote a diverse and inclusive environment and welcomes applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.

We are committed to reconcile a work and family life for our employees and are offering extended vacation period and the possibility to benefit from flexible working hours and teleworking.





### Application Procedure

All applications must include:

1. A motivation letter addressed to Jaume Bacardit (Head of Finance)
2. A complete CV including contact details.
3. Contact details of two referees.

All applications must be addressed to Jaume Bacardit (Head of Finance) and be submitted online on the CRG Career site - <http://www.crg.eu/en/content/careers/job-opportunities>

**Deadline:** Please submit your application by 30<sup>th</sup> of September, 2018

