



Purchasing technician

Vall d'Hebron Research Institute (VHIR) is a public sector institution, located in Barcelona (Spain) that promotes and develops innovative biomedical research at the University Hospital Vall d'Hebron. VHIR is oriented towards finding solutions to the health problems of the citizens and has the will to contribute to the scientific, educational, social and economic development within its area of competence.

VHIR offers a **Purchasing Technician** position to be a part the of Economic Management Unit.

JOB DESCRIPTION

Education and qualifications:

- Bachelor's degree in Economics and/or Business Administration and Management.
- Minimum of 3 years' experience as a Purchasing Technician at the Departments of Administration.
- Direct experience with clients/providers and accounting.
- Experience within the Public Sector and/or Research Institutes.
- Autonomy, dynamism and learning ability.
- Business oriented and dedicated to service.
- High level of spoken and written English.

Responsibilities and Duties:

Referring directly to the Responsible of the Unit, tasks will consist in:

- Support and optimization of the management of the purchases, ensuring the level of quality and satisfaction of the service of the Unit.
- Relationship with business clients/suppliers.
- Accounting and tracking invoices.
- Payment management
- Incident monitoring with both creditors and internal clients.
- Management of internal tools for monitoring the purchasing process.

Labour Conditions:

- Indefinite contract
- Full-time position: 40h/week
- Gross annual salary: 24.000€ba

Interested candidates should submit a cover letter and a full Curriculum Vitae with the reference "*Purchasing Technician*" to the following email address: seleccio@vhir.org