



“Purchasing Officer”

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 is composed by an interdisciplinary, motivated and creative scientific team which is supported both by a flexible and efficient administration and by high-end and innovative technologies.

In April 2021, the Centre for Genomic Regulation (CRG) received the renewal of the '[HR Excellence in Research](#)' Award from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#) (Charter and Code).

[Please, check out our Recruitment Policy](#)

The role

The Purchasing Officer will join the Procurement Area Team, within the Finance Department. Together with the other 4 Purchasing Officers, the candidate will be expected to deal with users purchasing requests and procure them from external suppliers by negotiating prices and conditions and placing Purchase Orders, getting best value for money and fulfilling technical requests and delivery time requisitions. Manage approved ERP goods and services purchasing requests, price and conditions negotiation with suppliers, manage supplier's portal and claim orders.

As a Purchasing Officer, you will have the duties to:

- Determine needs for suppliers and collect cross-functional corporate/ business requirements
- Manage sourcing and procurement across indirect spend categories (Services)
- Maintain procurement supplier database and contract management tracking tools
- Communication with vendors and stakeholders to ensure compliance with procurement rules.
- Purchase order creation
- Spot process improvement opportunities

About the team

The goals of the Procurement Area are to attend users and institute's needs, to guarantee delivery time, quality and to get value for money while ensuring compliance in public procurement regulations. The Procurement Manager, four Procurement Officers, the Warehouse officer, the Equipment Purchasing Officer and technical liaison, and currently two Public Tender Officers compose the Team.

Whom would we like to hire?

Professional experience

Must Have

- You have 2-3 years of experience in Purchasing items/services, negotiation, orders claims, attending service calls or monitoring all purchase process
- High Communication skills





Desirable but not required/ Nice to have

- To have working experience with ERP systems (Oracle, SAP or similar).
- Flexible profile, able to cope with different clerical tasks
- Solutions-oriented and have the ability to influence people
- Public sector experience

Education and training

- To hold a degree in Business Administration or FP Administration or related field

Languages

- Proficient in Spanish and Catalan
- To have a medium level of English

Technical skills

- Advanced MS Office skills
- Numerical and analytical skills

Competences

- Ability to work independently as well as being part of a team
- Precise and have attention to detail
- Highly developed organization skills
- Proactive
- Hands-on profile and problem-resolution oriented
- Service orientation
- Good communication skills.

The Offer – Working Conditions

- **Contract duration:** permanent contract
- **Estimated annual gross salary:** Salary is commensurate with qualifications and consistent with our pay scales.
- **Target start date:** As soon as possible.

We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities. To check out our training and development portfolio, please visit our website in the [training section](#).

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

The **CRG is committed to reconcile a work and family life** of its employees and are offering extended vacation period, teleworking and the possibility to benefit from flexible working hours.





Application Procedure

All applications must include:

1. A motivation letter addressed to Pau Mestre (Purchasing Manager).
2. A complete CV including contact details.
3. Contact details of two referees.

All applications must be addressed to Pau Mestre and be submitted online on the CRG Career site - <http://www.crg.eu/en/content/careers/job-opportunities>

Selection Process

- **Pre-selection:** The pre-selection process will be based on qualifications and expertise reflected on the candidates CVs. It will be merit-based.
- **Interview:** Preselected candidates will be interviewed by the Hiring Manager of the position and a selection panel if required.
- **Offer Letter:** Once the successful candidate is identified the Human Resources department will send a Job Offer, specifying the start day, salary, working conditions, among other important details.

Deadline: Please submit your application by **January 12, 2024**

Suggestions: The CRG believes in **ongoing improvement** and promotes a **culture of feedback**. This is one of the reasons we have in place, at your disposal as a candidate, a mechanism to gather your suggestions/complaints concerning your candidate experience in our recruitment processes. Your feedback really matters to us in our aim at creating a **positive candidate journey**. You can make a difference and help us improve by letting us know your suggestions through the [following form](#).



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