

PURCHASING AND TENDER COORDINATOR OFFICER (REF. 15/2024)

Publication date:

22 Mar 2024

Application Deadline:

19 Apr 2024

Staff Type:

Management Staff

Management Type:

Projects and grants

Job description

CRAG is an independent research institution engaged in leading-edge basic and applied plant and farm animal sciences. CRAG is established as a Consortium of the Spanish National Research Council (CSIC), Institute of Agrifood Research and Technology (IRTA), Autonomous University of Barcelona (UAB), and University of Barcelona (UB). The Center is located at the UAB Campus, and currently hosts 200 members from across the world.

Research Programs at CRAG (from basic science to applied research using plant experimental model systems, crops, and farm animals) make extensive use of genomic technologies and large sets of genetic and genomic data (<https://www.cragenomica.es>).

Role

The Center for Research in Agricultural Genomics (CRAG) is looking for a Purchasing and Tender coordinator officer under supervision of Head of Finance at CRAG.

The mission of the Purchasing and Tender Coordinator Officer is to effectively coordinate and oversee all purchasing and tendering activities within the organization. This includes ensuring compliance with established procedures, policies, and regulations, as well as facilitating the achievement of objectives set by research groups and services at the center. Additionally, the mission involves contributing to the improvement of work methods, processes, and overall efficiency in the field of purchasing and tendering, advising center users on tender planning, and maintaining a cohesive knowledge-sharing environment.

The officer's efforts aim to support the organization in meeting its goals while ensuring adherence to the Public Sector Contracts Law and internal regulations.

His/her main responsibilities will include:

- Coordination in **purchase management**:
 - Preparation and processing of purchase orders with a focus on optimizing efficiency and cost-effectiveness.
 - Management of assets and regular inventory updates to ensure accuracy and accountability.
 - Maintain the ERP product database and contribute to warehouse control.
 - Ensure compliance with internal and external regulations.
 - Evaluate negotiation strategies with suppliers and conduct market analysis.
 - Advise centre users on tender planning and secure necessary permits for sample import/export.
- Coordination in **tender management**:
 - Plan and coordinate tendering activities, personnel, ensuring adherence to procedures and policies.
 - Supervise contract compliance and track indicators for the purchasing and tendering unit.
 - Administrative facilitation in formalizing minor contracts, ensuring compliance with organizational standards and legal regulations.

- Preparing the Tender Documents according to the Public Procurements Law and publication in the Contractor's Profile and other official bulletins.

Requirements:

- A vocational training or/and university degree or equivalent professional qualification in business administration, procurement, or related field.
- Knowledge and management of the Public Procurements Services Platform of the Catalan Government and the public register of contracts.
- Experience: 3 – 4 years related work experience
- Experience in SAP business one will be a plus.
- Experience in research institute will be positive valued (CERCA).
- Experience in a center with scientific activity and laboratory management is considered valuable.
- Knowledge of procurement regulations and market analysis.
- Excellent communication skills, both verbal and written in at least Catalan, Spanish, and English.

Skills:

- Strong coordination and negotiation skills.
- Organizational, communication, team working and proactivity skills.
- Flexibility and availability to adapt to changing priorities and deadlines.
- Database management and analytical skills.
- Problem solving, proactive and innovative performance.
- Good working knowledge of all Microsoft Office applications, Knowledge of digital envelope and telematics procedures of the Platform PSCP

Working conditions:

- Permanent position
- Working day: Full 37.5 hours/week.
- Remuneration: depending on the experience and qualifications provided and framed within the salary structure of CRAG.
- Planned date of incorporation: **April 2024**
- Facilities for balance work and personal life through teleworking and flexible working hours, 22 days of holidays, 9 free days of personal matters; intensive working hours on summer and Fridays.
- Good environment and good place to work.
- Centre placed in UAB Campus

Submitting applications:

Please submit all the application through CRAG website: <https://recruitment.cragenomica.es/>

CRAG is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission. All candidates will be considered qualified for the job without restrictions of gender, race, nationality, or disability.

CRAG is committed to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. CRAG signed the Declaration of Commitment to the Charter & Code in 2012. On the 29th of March of 2015, CRAG received the 'HR Excellence in Research' award from the European Commission. This recognition, related with European "HR Strategy for Researchers", provides a common framework to establish a comprehensive and coherent HR strategy for the near- and longer-term future adopting international best practices and high-quality standards. The award reflects CRAG's commitment to continuously improve its Human Resource policies in line with the European Charter & Code, and to provide a stimulating and favorable work environment.

Interested candidates must submit the following documents:

- Presentation letter describing past and current positions, motivation and salary expectations.
- Full CV
- At least two references with contact details.

The position will be opened until 2024, April 19th

The position may continue opened until it is the position is fulfilled.