

[453_24_MNG_P_PO](#)

Job Reference

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Position

Purchasing Officer

Data de tancament

Diumenge, 01 Setembre, 2024

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Job title: Purchasing 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, was a founding and hosting member of the former European HPC infrastructure PRACE (Partnership for Advanced Computing in Europe), and is now hosting entity for EuroHPC JU, the Joint Undertaking that leads large-scale investments and HPC provision in Europe. 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 1000 staff from 60 countries.

Look at the BSC experience:

[BSC-CNS YouTube Channel](#)

[Let's stay connected with BSC Folks!](#)

We are particularly interested for this role in the strengths and lived experiences of women and underrepresented groups to help us avoid perpetuating biases and oversights in science and IT research. In instances of equal merit, the incorporation of the under-represented sex will be favoured.

We promote Equity, Diversity and Inclusion, fostering an environment where each and every one of us is appreciated for who we are, regardless of our differences.

If you consider that you do not meet all the requirements, we encourage you to continue applying for the job offer. We value diversity of experiences and skills, and you could bring unique perspectives to our team.

Context And Mission

Buscamos una persona con experiencia para brindar soporte integral en la gestión de compras menores, procesamiento de pedidos y gestión administrativa de contratos menores.

Como Purchasing Officer, la persona se encargará principalmente de verificar el cumplimiento de los requisitos necesarios para llevar a cabo las diferentes tipologías de compras menores del centro.

Asimismo, en menor medida, dará soporte al área de contratación menor mediante la gestión administrativa de los contratos menores de suministro, servicio y obra que el centro requiera en cada momento. Ello comportará también la gestión de la remisión de dichos contratos menores a las plataformas correspondientes.

Key Duties

- Soporte general en la gestión de compras menores.
- Validación de las compras que cumplan con los requisitos legales establecidos.
- Requerimiento al usuario interno de la documentación necesaria para llevar a cabo el proceso de compra.
- Procesamiento minucioso de la documentación.
- Gestión de activos y actualizaciones periódicas del inventario para garantizar la precisión y la responsabilidad.
- Gestión administrativa de contratos menores, velando por el cumplimiento de los estándares organizacionales y las normas legales correspondientes.
- Seguimiento y evaluación de la ejecución de contratos menores, incluyendo la elaboración de actas de recepción y propuestas de pago.
- Organización y mantenimiento eficaz de los sistemas de archivo de documentos.

Requirements

- Education
 - Tener formación profesional (FPPII) y/o título universitario o titulación profesional equivalente en administración de empresas o ámbito afín.
 - O experiencia equivalente.
- Essential Knowledge and Professional Experience
 - 1 a 3 años de experiencia práctica en un rol similar, demostrando una comprensión de los procesos de adquisiciones y contratos menores.
 - Conocimiento de las prácticas de contratación pública, incluida la familiaridad con las leyes y reglamentos pertinentes que rigen los contratos de las administraciones públicas.
 - Experiencia con sistemas ERP, preferiblemente experiencia con SAP Business One o plataformas similares.
 - Dominio avanzado del paquete Microsoft Office, especialmente Excel y Word.
- Additional Knowledge and Professional Experience
 - Fluidez en catalán y español, tanto escrita como verbal, es esencial para procesar documentos.
 - Dominio del inglés, tanto escrito como verbal, para facilitar la comunicación efectiva en un contexto internacional.
- Competences

- Es necesario un alto grado de atención al detalle.
- Flexibilidad y disponibilidad para adaptarse a prioridades y plazos cambiantes.
- Habilidades de comunicación desarrolladas y capacidad para colaborar eficazmente en equipo y de cara al cliente interno.
- Actitud proactiva e iniciativa en la resolución de problemas e iniciativas de mejora de procesos.

Conditions

- The position will be located at BSC within the Management Department
- We offer a full-time contract (37.5h/week), a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible working hours, extensive training plan, restaurant tickets, private health insurance, support to the relocation procedures
- Duration: Open-ended contract due to technical and scientific activities linked to the project and budget duration
- Holidays: 23 paid vacation days plus 24th and 31st of December per our collective agreement
- 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: 16/09/2024

Applications procedure and process

All applications must be made through BSC website and contain:

- A full CV in English including contact details
- A Cover Letter with a statement of interest in English, including two contacts for further references - Applications without this document will not be considered

In accordance with the OTM-R principles, a gender-balanced recruitment panel is formed for every vacancy at the beginning of the process. After reviewing the content of the applications, the panel will start the interviews, with at least one technical and one administrative interview. A profile questionnaire as well as a technical exercise may be required during the process.

The panel will make a final decision and all candidates who had contacts with them will receive a feedback with details on the acceptance or rejection of their profile.

At BSC we are seeking continuous improvement in our recruitment processes, for any suggestions or feedback/complaints about our Recruitment Processes, please contact recruitment [at] bsc [dot] es.

For more information follow [this link](#)

Deadline

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

OTM-R principles for selection processes

BSC-CNS is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission and the Open, Transparent and Merit-based Recruitment principles (OTM-R). This is applied for any potential candidate in all our processes, for example by creating gender-balanced recruitment panels and recognizing career breaks etc.

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.

For more information follow [this link](#)

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