

## Purchasing Officer

### **Introduction to the vacant position:**

The purchasing department is integrated into the Finance Unit of IBEC and aims to handle all items (goods and services) that are needed in the IBEC under the Public Sector Contract Law (LCSP 9/2017).

### **Main tasks and responsibilities:**

The Purchasing officer is responsible for managing the purchase and following the procurements signed, contacting providers to obtain status updates on orders and expedite deliveries, selecting the best option based on quality service and price, as well as guaranteeing the level of service provided by the products assigned and helping to draw up the budget.

The functions and responsibilities will consist of:

- Manage purchases related to all research groups
- Manage tracking and monitoring of purchase orders to ensure delivery times.
- Manage customs clearance for products, ensuring compliance with all relevant regulations and documentation requirements
- Registration of incoming invoice
- Analysis of data related to purchases, through data exported from ERP

### **Requirements for candidates:**

#### **Essential:**

- Higher Vocational Training in the Professional Family of Administration and Management – Advanced Level in Administration and Finance
- Previous involvement in purchasing activities
- Experience using SAP (Business One) or similar ERP.
- High Intermediate level of English and Spanish. Basic level of Catalan.
- Competences and skills: Communication, planning, organization, teamwork, analytical capacity, proactivity, flexibility and adaptation to changes

#### **Advantageous:**

- Experience in procurements and LCSP 9/2017
- Proficiency in Microsoft Office and purchasing software

### **We Offer:**

- Number of available positions: 1
- Starting date: January 2025
- Working conditions:
  - Full time (37.5 weekly hours) Open-ended contract due to technical and scientific activities linked to the project.
  - Salary commensurate with previous experience.

- Measures to reconcile work and family life (flexible schedule working hours, 2 teleworking, 23 working days of paid holidays, 9 leave days for personal matters, among others).
- IBEC ensures equality of access to professional development opportunities irrespective of employment status, length at IBEC or other factors. The IBEC's yearly training catalogue offers a wide range of training in technical and transferable skills. Mobility grants for first stage researchers, as well as a Mentoring programme for Postdoctoral researchers are offered.
- Stimulating, interdisciplinary research and high-quality international scientific environment.

### How to apply:

**Until January 6th 2025** an online application form is available through IBEC dedicated site:

<https://careers.ibecbarcelona.eu/>

Only those applications submitted before the deadline will be evaluated.

### Reference: PT\_AG

If you have any further question regarding your application, please contact us at [jobs@ibecbarcelona.eu](mailto:jobs@ibecbarcelona.eu)

### Principles of the selection process:

IBEC 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) <https://ibecbarcelona.eu/careers-at-ibec/jobs/>

IBEC's Commitment on equal opportunity:

Our strength and excellence as an international transdisciplinary Research Institute are based on diversity. Being an equal opportunity employer, we are committed to diversity and inclusion, so that we support employees irrespective of their gender, nationality, religion, disabilities, age, sexual identity or cultural and socioeconomic background."

IBEC actively looks for female candidates for Senior positions ensuring that at least 40% of shortlisted applicants invited to interview have to be women with comparable level of CVs as the male candidates. At the end of the evaluation process, in case of equal merit, priority will be given to female candidates.

For candidates with children that come from outside Barcelona, we offer babysitting services during the interview, so you don't have to worry about anything else than doing a good interview. Contact us if you are interested in this service.

IBEC, as a signatory of the San Francisco Declaration on Research Assessment (DORA), will consider, especially for early-stage investigators, much more the scientific content of research outputs, than publication metrics or the identity of the journal in which it were published.



HR EXCELLENCE IN RESEARCH

### Protection of personal data:

IBEC guarantees that candidates' personal data are processed in accordance with the requirements of the EU General Data Protection Regulation (GDPR) and Law 3/2018 on Data Protection.

Personal data will be processed solely for the purposes of the selection process.

### Who we are?

The Institute for Bioengineering of Catalonia, IBEC is an interdisciplinary research center focused on Bioengineering and Nanomedicine based in Barcelona. IBEC is one of the top research institutions named as a Severo Ochoa Research Centre by the Ministry of Science, Universities and Innovation, which recognizes excellence at the highest international level in terms of research, training, human resources, outreach and technology transfer.

IBEC's mission is to develop international high-quality interdisciplinary research that, while creating knowledge, contributes to making a better quality of life, improving health and creating wealth. A close link with key universities, reference hospitals and corporations, are assets that facilitate achieving the mission.

IBEC was established in 2005 by the Generalitat de Catalunya (Autonomous Government of Catalonia), the University of Barcelona (UB) and the Technical University of Catalonia (UPC).

IBEC is located within the Barcelona Science Park and is managing 3.800 square meters facilities, with an annual budget of 22 Mio€; 4.150 square meters of facilities; 21 research groups and a team of researchers and support services of 400 people from 35 different countries. [www.ibecbarcelona.eu](http://www.ibecbarcelona.eu)