Senior buyer

Core mission
Every year the ILL’s Purchasing Service places orders and contracts worth a total of around 50 million euros. Reporting to the head of this service, which is part of the ILL’s Administration Division, you will be in charge of coordinating and monitoring some of the Purchasing Service’s key projects.

Your tasks
In the framework of the overarching programme to upgrade the ILL’s scientific instruments and associated infrastructure and in accordance with the Institute’s Purchasing Procedures, you will be responsible for:

- Analysing needs in close consultation with in-house customers/purchase requesters (scientists, engineers, project leaders, etc.)
- Sourcing suppliers and keeping up to date with commercial and technological developments
- Issuing and following up invitations to tender in compliance with the purchasing rules
- Negotiating prices based on a total cost approach (price, quality, terms of payment, delivery schedule, transport, etc.)
- Preparing the documentation for the submission of planned purchases to the Institute’s various approval committees
- Placing orders and following them up with in-house customers and suppliers.

In addition, you will be in charge of and/or contribute to the following:

- The assessment and implementation of purchasing reporting tools
- Cross-functional topics relating to continuous improvement in areas which involve the Finance Service
- Continuous improvement projects within the Purchasing Service.

Your profile

- You have a Master’s degree (or equivalent qualification) with cross-disciplinary knowledge of purchasing and information systems. You have considerable experience of working as a buyer in industry or a research environment with an international dimension.
- You have experience of using ERP systems and IT applications related to purchasing.
- You are proficient in MS Office applications, in particular Excel.
- You are able to set priorities.
- You have a methodical and meticulous approach to your duties and possess excellent communication skills.
- You are able to work independently or as part of a team, have a strong service-oriented attitude and are able to take initiative while complying with regulatory requirements.
We care about Equal Opportunity and Diversity; therefore we encourage both men and women with relevant qualifications to apply.

Further information on www.ill.eu