



INSTITUTE
FOR RESEARCH
IN BIOMEDICINE

OPEN POSITON AT IRB BARCELONA SENIOR PURCHASING OFFICER (ref. AD/12/01)

The institute for Research in Biomedicine (IRB Barcelona) is an independent, non-profit research institution engaged in basic and applied biomedical science. It is located in the Barcelona Science Park (PCB), a centre in which first-class public research converges with the private sector in a stimulating, vanguard scientific environment. IRB Barcelona was founded in October 2005 by the Government of Catalonia (Generalitat de Catalunya), the University of Barcelona (UB) and the Barcelona Science Park and it is administrated through a private foundation. The institute currently has more than 470 members (scientific, technical and administrative staff) from all over the world, who work across disciplines to advance research in the biomedical sciences.

IRB Barcelona is looking for a Senior Purchasing Officer to be responsible for data analysis and negotiation of prices and purchasing conditions with suppliers and the management of procurement and contracting for supplies, services and works in case of application of the Contracting Law of Public Administration and those that require the application of specific institutional procedures.

DUTIES:

- Contact and vendors negotiation.
- Management of purchases applying the Public Sector Law.
- Management of purchases applying specific institutional procedures.
- Cost analysis and purchase optimization.

CANDIDATE PROFILE:

- Degree, preferably in Business and Administration.
- Minimum of 5 years experience in a purchasing department.
- High level of English (written & spoken).
- High negotiating skills.
- Advanced user of Microsoft Office package (Word, Excel and Access), proficient using pivot tables.
- Experience in the field of scientific equipment and procurement will be appreciated.

HOW TO APPLY:

Please send a letter describing your interest in the position, a complete CV (both in English), to irbjobs@irbbarcelona.org
Please quote reference AD/12/01

www.irbbarcelona.org