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VACANCY

The Institut Laue-Langevin (ILL), situated in Grenoble, France, is Europe's leading research facility for scientific research using neutrons. Every year we host over 2000 visits by scientists, who come to carry out world-class research.
Are you interested in joining our international institute?
We currently have a vacancy for an:

Assistant Buyer (M/F)

Duties:
Be a part of one of our Institute's key missions by joining our Purchasing Service, which is responsible for purchases and contracts with an overall value representing almost half of the ILL's annual budget (of around €100 million).
As assistant buyer, you will take charge of the following administrative duties:

- Provide our buyers with administrative support by helping them with the following: sending out of invitations to attend meetings, preparation of meetings and drafting of minutes (meetings of internal Purchasing Commission and Purchasing Advisors, meetings with sales representatives, suppliers, etc.)
- Enter, modify and send out orders to suppliers after they have been recorded in our ERP
- Manage the administrative part of the Invitation to Tender process: sending out of invitations to tender, follow-up, summarising and statistical monitoring
- Process orders with a value of less than 5 000 euros, as well as bank card orders
- Monitor dashboards and report regularly to the Head of Service
- Act as contact point for users, buyers and the ILL stores
- Maintain the Purchasing Service's intranet pages
- Manage the purchasing month-end closing process
- Fill in for the secretary of the Purchasing Service when absent with the preparation of minutes of Service meetings, management of office supplies and dealing with the mail.

Qualifications and experience:

- NVQ Level 4 in Business and Administration (or equivalent qualification) specialising in purchasing or international commerce with some initial experience of purchasing or commerce in industry or in the research sector, ideally with an international focus.
- Strong working knowledge of Microsoft Office and a firm understanding of an SAP/ORACLE-type ERP application.

As a contact person who communicates information on the ILL's purchasing policy, you combine interpersonal and analytical skills with a meticulous approach to your work. Your ability to manage priorities is an essential asset for this post, which requires efficiency and a proactive attitude.

Language skills:
As an international research centre, we are particularly keen to ensure that we also attract applicants from outside France. You must have a sound knowledge of English and be willing to learn French (a language course will be paid for by the ILL). Knowledge of German would be an advantage.

Benefits:
Generous company benefits (expatriation allowance), relocation assistance and language courses may be offered (for more information, please consult our employment conditions).

Notes:
Permanent contract, full-time position.

How to apply:
Please submit your application on line, no later than **03.02.2019**, via our website: www.ill.eu/en/careers (vacancy reference: **19/03).**

We are committed to equal opportunity and diversity; we therefore encourage anyone with relevant qualifications to apply.