

Title: ASSISTANT BUYER		ADM-039
REPORTS TO LINE MANAGER: Head of Procurement and Contract Division, Department for Administration		
DIRECT EMPLOYMENT: NOT REQUIRED	GRADE RANGE: G2-G3	
Date Written: January 2008	Date Revised:	Date Revised:

Purpose:

To provide administrative, secretarial, and clerical support to the Head of the Procurement and Contract Division and the Division's staff.

Major Duties/Responsibilities:

- Assists the Procurement and Contract Division with all administrative matters related to the Division,
- Assists the buyers in the preparation of orders and contracts,
- Assists the Head of Procurement and Contracts in the follow-up of contracts, procurements and calls for tender,
- Contributes to the preparation of presentations, memos and documents as required within the Procurement Division,
- He/She is expected to be capable of working towards predefined goals.

Qualifications Required:

- Diploma in Secretarial / Administrative Assistant or equivalent experience,
- Experience of 3 to 7 years in a Procurement Department is desirable,
- Excellent skills in written and spoken English,
- Strong interpersonal skills to work effectively in an international environment,
- Good communication skills and capability of working towards the Division's goals with a high level of autonomy.

Work Management structure and Interfaces:

- Reports to the Head of the Procurement and Contract Division,
- Interfaces with all other departments and divisions within the Organization and in particular with the Project Office. Interfaces with buyers and suppliers.

Authority/Approval Levels:

Has authority and approval level as defined by the management for his/her scope of work.

Measures of Effectiveness:

- Successfully contributes to the efficient execution of ITER contract management,

- Successfully contributes to the execution of the duties and responsibilities of the Procurement and Contract Division,
- Establishes good communication and collaboration with all the members of the Department for Administration.