

Assistant Buyer

ADM-055

Reports to Line Manager:	Procurement & Contract Division Head, Administration Department	Job Code:	ADM-055
Direct Employment:	Required	Grade:	G3

Purpose

To provide support to the Procurement and Contract Division.

Major Duties/Responsibilities

- Assists in all stages of the procurement process and in preparing respective documentation, procurement notices, managing correspondence with bidders, assisting in tender evaluations;
- Manages the procurement activities workflow;
- Assists in drafting contracts and in preparing straightforward contracts and amendments;
- Receives and deals with expressions of interest and pre-qualifications;
- Attends contract progress meetings including contract closeout/finalization meetings and contract administration meetings;
- Responds to queries from tenderers and contractors;
- Contributes to the overall development projects within the Division;
- Assists to prepare the activities planning for all procurements and goods/services purchasing for the daily operations of the ITER Organisation as well as for the equipment procurement for the Project itself;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Qualifications and Experience

- Education:**
 - Degree at least equivalent to 3-4 years of study after the High School Diploma (e.g. Bachelor's level), in the procurement field or other related discipline.
- Technical experience:**
 - At least 3 years' relevant experience working in a Purchasing or Contracts Department;
 - Exposure to working in an international organisation is an asset.
- Social skills:**
 - Excellent organizational, interpersonal and communication skills including the ability to deal confidently with a wide range of internal and external stakeholders;
 - Ability to hold and respect deadlines;
 - Capable of working towards predefined goals and on own his/her initiative with minimum supervision thanks to a proactive approach;
 - Ability to work autonomously and to take-up responsibilities;

- Ability to work effectively in a multicultural environment;
 - Experience working in a team environment as an effective team player.
- **Language requirements:**
 - Fluent in English (written and spoken).
- **Computer and IT skills:**
 - Excellent IT skills with the ability to generate and manipulate documents in Excel and Word;
 - Knowledge of SAP is an advantage.

Direct Supervisor and Interfaces

- Reports to the Procurement and Contract Division Head;
- Interfaces with all other Department and Divisions within the Organisation;
- Interfaces with suppliers.

Authority / Approval Levels

The level of authority and approval will be defined by the Head of Procurement and Contract Division for his/her scope of work.

Measures of Effectiveness

- Successfully contributes to the timely and effective execution of ITER contracts and purchases;
- Successfully contributes to the execution of the Procurement and Contract Division duties and responsibilities.