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JOB DETAIL

Ref. IO1083 - 3/15/2010

Experienced Assistant Buyer (ADM-055)

Main job Secretary / Assistant**Departments** ADM/Department for Administration**Divisions** ADM / Procurement and Contract Division**Job Family** Project support**Application Deadline** 4/19/2010**Grade** G3**Direct employment** Required**Supervised by:** Division Head**Purpose** To provide support to the Procurement and Contract Division

Main duties / Responsibilities

- Drafts, issues and evaluates requests for quotations & restricted tenders.
- Receives and deals with expressions of interest and pre-qualifications.
- Manages the workflow of procurement activities.
- Drafts contracts, prepares simple contracts and amendments.
- Attends contract progress meetings including contract close-out/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 plan of activities 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.

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.

Level of study Bachelor or equivalent degree**Level of experience** At least 5 years

Technical experience At least 5 years' relevant experience working in a purchasing or contracts department. Exposure to working in an international organisation is an asset

Social skills Ability to work effectively in a multi-cultural environment
Ability to work in a team and to promote team work
Ability to communicate effectively
Ability to hold and respect deadlines

Specific skills Excellent IT skills with the ability to generate and manipulate documents in Excel and Word.
Knowledge of SAP is an advantage

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