



Senior buyer

Specified-purpose 3-year fixed-term contract

Core mission

Every year the ILL's Purchasing Service places orders and contracts worth a total of around 50 million euros. Reporting to the head of this service, which is part of the ILL's Administration Division, you will be in charge of coordinating and monitoring some of the Purchasing Service's key projects.

Your tasks

In the framework of the overarching programme to upgrade the ILL's scientific instruments and associated infrastructure and in accordance with the Institute's Purchasing Procedures, you will be responsible for:

- Analysing needs in close consultation with in-house customers/purchase requesters (scientists, engineers, project leaders, etc.)
- Sourcing suppliers and keeping up to date with commercial and technological developments
- Issuing and following up invitations to tender in compliance with the purchasing rules
- Negotiating prices based on a total cost approach (price, quality, terms of payment, delivery schedule, transport, etc.)
- Preparing the documentation for the submission of planned purchases to the Institute's various approval committees
- Placing orders and following them up with in-house customers and suppliers.

In addition, you will be in charge of and/or contribute to the following:

- The assessment and implementation of purchasing reporting tools
- Cross-functional topics relating to continuous improvement in areas which involve the Finance Service
- Continuous improvement projects within the Purchasing Service.

Your profile

- You have a Master's degree (or equivalent qualification) with cross-disciplinary knowledge of purchasing and information systems. You have considerable experience of working as a buyer in industry or a research environment with an international dimension.
- You have experience of using ERP systems and IT applications related to purchasing.
- You are proficient in MS Office applications, in particular Excel.
- You are able to set priorities.
- You have a methodical and meticulous approach to your duties and possess excellent communication skills.
- You are able to work independently or as part of a team, have a strong service-oriented attitude and are able to take initiative while complying with regulatory requirements.

What we offer



Quality of life – A hub for research and technology, the city of Grenoble is ideally located in the heart of the French Alps (just 3 hours from Paris/Provence by train, 1 hour from Lyon international airport and 1 ½ hours from Geneva). It is important for us that our staff achieve a healthy work-life balance. We therefore offer home working (under certain conditions), generous annual paid leave entitlement and a host of other benefits that you will discover when you arrive!



Prospects - We guarantee you a stable 3-year fixed-term position in a multicultural scientific environment.



Benefits - We offer generous social benefits (expatriation allowance, excellent health cover), moving and relocation assistance (under certain conditions) and an annual productivity bonus. We also offer language courses for you and your partner and subsidies for the use of public transport and the staff canteen, as well as for holidays and a variety of cultural and sports activities.

Sounds interesting?

Then why not take your next career step with us by applying online via our career portal by **01.05.2022**, quoting reference number **22/11**. Please note that all applicants are subject to administrative screening. For this post, medical fitness for work under ionising radiation is required. We are committed to equal opportunities and diversity and therefore welcome applications from all suitably qualified candidates.



The Institut Laue-Langevin (ILL) is based in Grenoble (France) and operates Europe's leading research facility for basic research with neutrons. United by our passion for progress and technology, we drive science and research forward every day. Together, we can pave the way for discoveries that will help to make our world a better place.