

Buyer

Looking for a next career move in Procurement?

An unusual (public) purchasing function in an innovative and international environment. A dynamic, entrepreneurial organization based in Amsterdam and Cambridge (England). Are you looking for a procurement challenge that will take you across national borders?

Location	Amsterdam
Reports to	Head of Procurement
Hours	Full-Time (39 hours)
Contract	This is a permanent role. The employment contract will be offered as a 1-year definite contract with the possibility of an indefinite contract thereafter.

About the role

If you want to develop further in an international environment as a buyer in the public sector, this is the ideal opportunity.

For the internal GÉANT organization, you are also the point of contact for purchasing questions. You advise on the most suitable way of purchasing and, together with your client, independently carry out private quotation procedures. In addition, you assess purchase requests and ensure that purchasing runs as smoothly as possible. Together with your purchasing and financial colleagues, you will continue to work continuously on the best possible purchasing process. You will work closely with the purchasing team in Cambridge.

In addition to supporting the GÉANT organization, you also support your purchasing colleagues. You provide your colleagues with up-to-date and correct purchasing data (spend analysis) and you are the driving force behind various projects within GÉANT procurement. Finally, together with a colleague, you take care of putting and keeping the purchasing tools that are used at GÉANT in order.

You are responsible for various activities:

- In the organization you act as a purchasing ambassador
- You assess purchase requests and ensure a smooth and effective purchasing process
- You carry out independent private quotation procedures
- You carry out self-standing requests via a Dynamic Purchasing System (DAS)
- You provide reliable purchasing data for your purchasing colleagues and other stakeholders
- You manage purchasing documents and purchasing instruments
- You contributes to the further development of contract- and supplier management

- You assist with external audits

About us

GÉANT is a Dutch association of European members with offices in Amsterdam and Cambridge in the United Kingdom.

For and together with its members, the NRENs (National Research Education Networks), GÉANT provides a fast-paced, technically advanced fiber optic network that connects scientists, researchers and academics worldwide. Thanks to this own fiber optic network in Europe, 50 million researchers, scientists, academics and students can share gigantic volumes of data in order to jointly come up with groundbreaking solutions.

GÉANT is also working on high-speed connections for countries and regions that do not have access, to stimulate global cooperation. GÉANT works with its network services for Europe, the Mediterraneans, Africa and Central Asia. GÉANT also supports institutions in Latin America, the Caribbean Islands, Australia, China and North America. GÉANT's procurement team is crucial to the success of the organization

What we offer

GÉANT offers you a job in which you continuously learn and develop. You will have to deal with major issues and will be given the space and responsibility to work on them effectively. You support social issues and will travel to Cambridge several times a year.

GÉANT offers very attractive employment conditions:

- An excellent base salary with 8 % holiday allowance and 5 % end of year allowance.
- Participation in a pension scheme without an obligatory personal contribution but of course you can chose to do this voluntarily.
- You can chose to join our collective health insurance and you will have a monthly health insurance allowance.
- You will have 31 days annual leave.
- GÉANT has a flexible home working policy in place.
- You will have a budget to optimise your home work station, a monthly internet allowance and the use of a mobile phone.
- Home-office travel costs will be reimbursed.
- Your initial contract if offered in Amsterdam will be for 12 months with the possibility to become permanent thereafter.

What we need from you

You have made the choice to develop further as a buyer, it is great when you have already gained some purchasing experience in the public sector. For this position, it is important that you have a proactive attitude, take initiative yourself when you signal things and do not let yourself be

knocked out of the field when something does not work out immediately. You are able to work both alone and as part of a team. You are creative, driven and positive. Finally, it is important that you speak, read and write Dutch well.

- HBO level of education
- You have experience in carrying out procurements within an organization who was subject to a Member State implementation of EC Directive 2014/24 practiced within the Netherlands in accordance with AW 12.
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- Good knowledge of the English language to carry out all described activities in English.
- Experience with large procurement projects in the public sector.
- Good interpersonal and communication skills.
- Affinity with IT
- Analytical ability and eye for detail.

Business Travel

Periodic travel may be required as part of this role. Travel will mainly be within Europe, but occasional worldwide travel may be required.

Skills, Knowledge & Attributes

- Proven experience of working in a learning & development function.
- Knowledge of organisational learning theories and best practices.
- Extensive admin experience.
- Organised, multi-tasker – able to manage more than one project concurrently.
- Strong written and oral communication skills.
- Excellent interpersonal skills, able to build good relationships with stakeholders.
- Comfortable with complexity, able to take briefs on unfamiliar technical topics.
- Tech-savvy: able to pick up eLearning platform and update web pages, or willing to learn.
- Willing to learn, committed to own development and passionate about helping others to learn.

Core Competencies

The core competencies set out below apply to all employees with GÉANT.

PROBLEM SOLVING AND DECISION MAKING:

The ability to work with information of different kinds and draw on different types of thinking processes in order to carry out tasks and activities, respond appropriately to issues, develop solutions to problems and make appropriate decisions.

CUSTOMER FOCUS:

The desire to meet the needs of internal and external customers, focusing efforts on discovering and satisfying their needs.

SELF MOTIVATION AND COMMITMENT TO RESULTS:

The willingness to take responsibility for your own area of work (within a team) and the drive and tenacity to overcome difficulties and see things through to successful completion, on time.

INNOVATION AND IMPROVEMENT:

Noticing and seeking out where there are problems or opportunities; proposing creative new ideas and showing the initiative to take action when appropriate.

TEAMWORK:

Working cooperatively and effectively with others as part of an immediate team and across the organisation and wider community, to achieve shared goals.

COMMUNICATION AND INFLUENCE:

The ability to convey information effectively, getting people to go along with you, but also to understand things from others' perspectives and resolve conflicting viewpoints.

FLEXIBILITY:

Maintaining effectiveness in different situations; the willingness and ability to learn, adapt and change in the light of changing circumstances.

PLANNING AND ORGANISING:

Identifying what needs to be done to achieve objectives and establishing plans and organising resources to ensure effective outcomes (where appropriate in accordance with GÉANT project/product management frameworks).