The Leibniz Institute on Aging - Fritz Lipmann Institute e.V. (FLI) is a research institute situated in Jena, a lively and international University City right in the middle of Thuringia. Our research aims at understanding the molecular mechanisms of aging. Thereby we would like to contribute to healthy aging in humans. Various animal models (e.g. mice and fish) help us to generate relevant knowledge on the causes and the mechanisms of age-associated diseases and to investigate new therapeutic approaches. Scientists from 30 different nations conduct research at FLI.

The Purchasing Department is responsible for the economic and public procurement law compliant procurement of all materials and consumables as well as investment goods. The employees are contact points for scientists, technical as well as administrative personnel. We invite applications for a replacement at the earliest possibility.

Opening Purchasing Department (m/f)

Your Tasks and Challenges:
- Be responsible for purchasing primarily laboratory supplies, consumables, office supplies, chemicals and services
- Complete tasks within the area of responsibility independently
- Participate conceptually in establishing article master data as the basis for a FLI-specific list
- Compile specifications for framework contracts and monitoring of tendering procedures
- Process purchase requisitions and orders
- Filing, handling complaints and checking open items
- Participate actively in preparing evaluations, reports and analyses in SAP ERP
- Supplier management and data maintenance

Requirements:
- Completed commercial training or business administration studies, preferably with many years of experience in purchasing
- Knowledge of national and European public procurement law, VOL/A
- Broad knowledge of contract management and the relevant budgetary regulations of public institutions
- Very good knowledge of ERP software (preferably SAP) and the relevant MS Office programs
- Good English language skills are desirable

We offer:
- A motivated team in an international working environment, offering optimal support during the initial training period
- Working contract according to the collective labor agreement for Federal States (TV-L), terminated for 2 years
- Salary up to level TV-L E 8 depending on related professional experiences plus an attractive occupational pension (VBL)
- Flexible working times, a family-friendly working environment as well as opportunities for qualifications and training

Application:
Candidates are encouraged to send their application referring to Job-ID 1813 until July 29, 2018.

Per Email: jobs@leibniz-fli.de
Per Post: Leibniz-Institut für Alternsforschung—Fritz-Lipmann-Institut e.V. (FLI) Personalabteilung

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