

The Max Planck Institute for Biogeochemistry in Jena is an internationally renowned research institution with currently about 230 employees and is dedicated to basic research in the field of Earth System Sciences with a focus on climate and ecosystems. Our organisational divisions Administration/Domestic Engineering support research projects in Germany and abroad with essential services. We are looking at 01.11.2020 for a

Purchasing clerk (m/f/d)

(Full-time; initially limited to two years with possible subsequent notice of termination)

Background and position description:

The service group Administration comprises the functional areas of personnel, accounting, purchasing, incoming and outgoing goods/customs matters, third-party funds and travel expenses with currently 12 employees. In Purchasing, you work together with one other employee and cover the entire purchasing area with regard to your tasks. You will work closely with scientists, some of whom are international, whose needs you will quickly grasp due to your English language skills and relevant professional experience and implement in accordance with the relevant legal requirements and guidelines. You will regularly participate in information and training courses offered by the Max Planck Society in order to regularly adapt the Institute's procurement processes to changing requirements.

Your Tasks:

- Advising and supporting scientists in all questions of procurement of supplies and services
- Organising, carrying out and documenting procurements, invitations to tender and award procedures in compliance with the law and regulations
- Administrative support for commercial business operations and MPG projects
- Further development and continuous optimization of procurement processes and structures in cooperation with the scientific departments

Your profile:

Professional profile:

- Successfully completed university education, e.g. business administration (FH), or commercial vocational training, e.g. office management assistant, or comparable training
- Proven relevant professional experience in the legally compliant procurement of supplies and services, including e-procurement
- Proven relevant professional experience in drafting and reviewing offers and contracts
- Proven relevant professional experience in the application of national and EU public procurement law and in the conduct of public procurement procedures by contracting authorities
- Knowledge of SAP applications and the English language in spoken and written form

Personal profile:

- Distinct ability to work in a team and intercultural competence as well as service orientation, initiative and sense of responsibility
- high flexibility and resilience, with very good time and priority management
- a target-oriented, binding, structured way of working
- Organisational talent, negotiation and mediation skills

Our offer:

- Work in the attractive international environment of an interdisciplinary research institute of the Max Planck Society and in a friendly and team-oriented working environment
- Regular participation in job-oriented further education and training courses
- Childcare through partnership with a nearby childcare facility
- Use of company prevention offers in the health sector
- Use of our Job Ticket, the Dual Career Network and other campus services

The employment is initially limited for two years. The subsequent release from the time limit is possible. If the conditions of the collective bargaining agreement are fulfilled, the employment is classified according to TVöD Bund; in addition, we grant a pension scheme based on the public service (VBL).

The Max Planck Society strives for equality between women and men and for diversity. It wants to increase the proportion of women in those areas in which they are underrepresented. Women are therefore expressly encouraged to apply. We welcome applications from all areas.

The Max Planck Society has set itself the goal of employing more severely disabled people. Applications from severely disabled persons are expressly welcome.

Your application:

Have we aroused your interest? Then please send us your application with meaningful samples of your work by e-mail summarized in a PDF file (max. 10 MB) by **September 02, 2020**, quoting the reference number 09/2020, to bewerbung@bgc-jena.mpg.de or to

Max-Planck-Institut für Biogeochemie
Personalbüro
Hans-Knöll-Straße 10
07745 Jena

Please do not use any application folders, but submit copies only, as your documents will be destroyed in accordance with data protection regulations after the application procedure has been completed.

We are looking forward to your application!