

Company Description

Biocruces Bizkaia Health Research Institute is a scientific institution created by the Department of Health of the Basque Government, the Basque Health Service (Osakidetza), The University of the Basque Country, the Basque Foundation for Innovation and Research (BIOEF) and BBK Fundazioa.

Information

 Deadline: 2019-12-25
  Country: Basque Country
  Category: Business
  Province: Bizkaia

Company

Biocruces Bizkaia Health Research Institute

**biocruces
bizkaia**
osasun ikerketa institutua
instituto de investigación sanitaria

Main functions, requisites & benefits

Main functions

Order Mechanization. Support in the search for offers. Administrative record of purchasing documentation. Order tracking and delivery dates. Support in the maintenance of the shopping portfolio. Support in the preparation of specifications and other documentation in the different phases of the public procurement process. Telephone and face-to-face service to third parties. Collaboration with other departments, especially with Project Management and Accounting.

Requisites

Contract: in practices preferably. Duration: 1 year (extendable). Work day: 100%. Annual gross remuneration: 12.600,00 – 17.984,00 EUR. Workplace: Biocruces Bizkaia Health Research Institute. Unit or service: economic management area. Expected start date: Immediately.

Benefits

Requeriments: Preferably administrative FP II or similar. Knowledge or experience in handling office tools (Excel, Word, Access, Outlook). Level B1 of English. Eligibility Criteria: Knowledge in the Purchasing Area (0-15). Knowledge in the Public Procurement Area (0-15). Knowledge in the Purchasing Area of Entities subject to the law of contracts of the Public Sector (0-15). Knowledge in project management (0-15). Knowledge in the field of health research (0-10). Level B2 of English and above (0-10). Basque (0-10). Certificate of minimum handicap 33% (0-10).

