

The ELI (Extreme Light Infrastructure) Project is an integral part of the European plan to build the next generation of large research facilities. ELI-Beamlines as a cutting edge laser facility is currently being constructed in Prague, Czech Republic; its commissioning is scheduled for end of 2015. ELI will be delivering ultrashort, ultraintense laser pulses lasting typically a few femtoseconds (10-15 fs) with peak power projected to reach of up to 200 PW. It will make available time synchronized laser beams over wide range intensities for wide range of interdisciplinary applications in physics, medicine, biology, material science etc. The high laser electric field intensities of the laser pulse will be also used for generating secondary sources of e- and p+. In our team we are looking for a suitable candidate for a position:

PROCUREMENT SPECIALIST

The suitable candidate will be responsible for:

- Realization of purchase control function
- Optimizing purchasing processes
- Implementation of purchasing EDS, ERP
- Organization of competitions
- Administration of purchase activities
- negotiations and communications with suppliers
- cooperation on the preparation of contractual documentation
- Keeping record of the property
- Resolution of complaints and defects

Requirements:

- University education – Master degree.
- Communicative knowledge of English language.
- Experience in the implementation of procurement processes
- Practise in procurement
- Practice in the purchase of investment units or technologies is an advantage
- Practice in the implementation of public competitions is an advantage
- Use of standard administrative modules of MS Office in advance level
- Používání standardních administrativních modulů MS Office na pokročilé uživatelské úrovni
- Good organizational and communication skills.

We offer:

- The opportunity to participate in this unique scientific project
- Career growth, professional education
- Competitive and motivating salary
- 5 weeks of holidays and other employee benefits
- Pleasant work environment

Applications should be sent to Mrs. Mirka Svobodová, HR Project Manager (mirka.svobodova@eli-beams.eu, +420 733 690 901 +420 266 052 547). Please include the following text in your cover letter, to allow us to process your personal details:

I agree that, according to the decree 101/2000 coll.(Czech Republic), my personal details sent to FZU AV CR, v.v.i. , Na Slovance 2, 18221 Praha 8, Czech Republic can be used for the purpose of obtaining employment and management of database of employment candidates. This permission is given for the period of one year and can be at any time withdrawn by giving a notice in writing.