



centre nacional d'anàlisi genòmica  
centro nacional de análisis genómico

## “Head of Purchasing”

### *Centro Nacional de Análisis Genómico (CNAG)*

#### The Institute

The *Centro Nacional de Análisis Genómico* (CNAG) is one of the largest Genome Sequencing Centers in Europe. CNAG researchers participate in major International Genomic Initiatives, as well as in several EU-funded projects.

The CNAG is a scientific-technical infrastructure created in 2010, with a unique capacity and experience in Spain in the field of genomics. At the end of 2014, it was incorporated into the map of Singular Scientific and Technical Infrastructures (ICTS), as a node of the Integrated Infrastructure of Omics Technologies (OmicsTech).

We are a team of more than 100 highly qualified people, organized into laboratory personnel, computer scientists, bioinformaticians and administration personnel, of whom more than 50% have doctoral studies.

CNAG has become as one of the Spanish and European centers of reference in the sequencing and analysis of genomic data. Thanks to its powerful infrastructure, the Center contributes to significantly improve people's health and quality of life.

#### The Role

The mission of the role is to provide effective planning, management and control of purchasing resources, procurements, working spaces and research equipment, while ensuring compliance with regulations, with the aim to support world-class research and production.

The Head of Purchasing is responsible for:

- Sourcing and Procurement strategy definition.
- Developed Sourcing and Procurement organization.
- Building sourcing capabilities and category management of the purchasing area.
- Savings target of total spend.
- Supplier qualification / evaluation.
- Define in house process, procedures and best practices.
- Sourcing and Procurement reporting.
- Tools implementation: ERP (e-sourcing).
- Negotiation and management of strategy categories.

#### About the Team/Group/Lab/Department

##### MAIN DUTIES AND RESPONSIBILITIES

- Implementing and coordinating overall purchasing strategy.
- Guaranteeing outstanding performance and communication between departments.
- Managing and controlling budgets and monthly reporting.
- Supervising the Purchasing Section and assuring compliance with legal requirements.
- Supervising negotiations / agreements with suppliers.
- Supervising issues related to equipment renovation, repair and maintenance.
- Identification of improvements that can be made to the internal processes.
- Serving as project manager in the implementation of the ERP.



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### Whom would we like to hire?

- 5 years of previous experience as Head of Purchasing or similar responsibilities.
- Degree in Business Administration or equivalent.
- High level of English, Spanish and Catalan, spoken and written.
- ERP and Business Intelligence tools experience.
- Deep knowledge of external / internal procurement regulations.

### Desirable but not required

- Experience in Research Institutions, Universities or Biomedical sector.
- MBA, Master in Project Management or equivalent.

### The Offer

- **Contract duration:** Permanent.
- **Estimated annual gross salary:** Salary is commensurate with qualifications and consistent with our pay scales.
- **Target start date:** as soon as the appropriate candidate is identified.

We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities.

We offer and promote a diverse and inclusive environment and welcome applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.

We are committed to reconcile a work/family life balance for our employees and offer the opportunity to benefit from annual leave and flexible working hours.

### Application Procedure

Reference: CNAG/02.

All applications must include:

1. A motivation letter.
2. A complete CV including contact details.
3. Contact details of two referees.

All applications must be addressed to [david.gonzalez@cnag.crg.eu](mailto:david.gonzalez@cnag.crg.eu)

**Deadline:** Please submit your application by 15<sup>th</sup> March 2023.