

IO1302 Procurement Clerical Support ADM-106

General information

Job category	Standard
Status	Published
Department	ADM/Department for Administration
Division	GEA/ Procurement and Contracts Division
Section	ADM/ PCD/ Installation, Plant & Support Section

Job description

Main job	Business Administration - Contracts
Title of the position	Procurement Clerical Support ADM-106
Job family	Experienced Functional Support - 1
Grade	G2
Direct employment	Required
Purpose	<p>To support clerical and administrative activities for in-cash and in-kind procurement.</p> <p>To assist in expediting contracts.</p> <p>To take part in the general administration of the Procurement and Contracts Division (PCD) service provided to the Head of the Division, as well as the Section Leaders.</p>
Main duties / Responsibilities	<ul style="list-style-type: none">- Keeps Contracts, Procurement Arrangements, Task Agreements and orders flowing quickly and efficiently in the signature workflow, ensuring they are reviewed and signed in a timely manner;- Sends the Contracts for signing to the Contractors and keep track of the records in the tracking system;- Ensures that all interested parties are informed in order for them to know which stage the contract reached in the expediting process;- Once the contract has been signed by both parties sends it to the Contractor by registered mail, inform the Procurement Officer, Responsible Officer and all other interested parties and register the posting dates;- Responds to queries from contractors and responsible officers on the status of the signatures;- Files contracts according the filing and archiving procurement procedures;- Upon receipt of original copies (letters, tenders) registers the mail references and posting date on the IO Correspondences Management System and keep record onto PCD internal Contract tracking system;- Contributes to the update of PCD monthly reports;- Ensures that all administrative requirements are implemented;- Provides administrative support and substitutes in case of absence for the Assistant at the Division level;- Performs other duties linked to the above purpose upon management request, as necessary;- Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.
Measures of effectiveness	<ul style="list-style-type: none">- Reports to the Procurement, Installation, Plant & Support Section Leader;- Interfaces with all Directorates and Divisions within the Organisation;- Interfaces with suppliers;- In response to requests from the Director-General and/or Director for General Administration, or proactively, informs the DG/ Director for General Administration of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives. <ul style="list-style-type: none">- Ensures effective workflow and quality assurance for the scope of work;- Manages rigorously documentation;- Supports efficiently logistics and general administration matters on time;- Successfully contributes to the timely and effective execution of ITER contracts and purchases;- Successfully demonstrates a good team spirit.

Applicant criteria

Level of study	Two years post-secondary education
Diploma	Administration or other related discipline.
Level of experience	Basic relevant experience
Technical experience	Basic experience working in a purchasing and contracts department.
Social skills	Ability to work effectively in a multi-cultural environment
General skills	<ul style="list-style-type: none"> - Excellent organizational, interpersonal and communication skills including the ability to deal confidently with a wide range of internal and external stakeholders; - Ability to hold and respect deadlines; - Capable of working towards predefined goals and on own his/her initiative with minimum supervision thanks to a proactive approach; - Experience working in a team environment as an effective team player. - Ability to work with high confidential issues.
Languages	English (Working) <ul style="list-style-type: none"> - Working knowledge in French (written and spoken) will be considered as an advantage.
Others	Computer and IT skills : <ul style="list-style-type: none"> - Excellent IT skills with the ability to generate and manipulate documents in Excel and Word. - Knowledge in SAP would be an asset