

# EIT Digital seeks Senior Procurement Officer

*Applications should be submitted by March 31, 2017*

## EIT Digital

EIT Digital is a leading European digital innovation and entrepreneurial education organisation driving Europe's digital transformation.

EIT Digital delivers breakthrough digital innovations to the market and breeds entrepreneurial talent for economic growth and improved quality of life in Europe. It does this by mobilising a pan-European ecosystem of over 130 top European corporations, SMEs, start-ups, universities and research institutes; thus bringing together students, researchers, engineers, business developers and entrepreneurs in Co-Location Centres (CLC) in Berlin, Budapest, Eindhoven, Helsinki, London, Madrid, Paris, Stockholm, Trento, and in its hub in Silicon Valley.

EIT Digital is an equal opportunity employer.

## Place of employment

The EIT Digital Headquarters in Brussels.

## The Position

The purpose of this job is to support the EIT Digital management in all procurement-related matters for all EIT Digital Legal Entities.

The Procurement Officer will report directly to the COO of EIT Digital and work closely together with the C-Level management as well as with the EIT Digital Node Directors.

The position will require some travel to EIT Digital locations.

## Key Responsibilities

- Development of the overall procurement function in agreement with the C-level management
- Development of the Procurement documentation templates, Terms and Conditions, Tender documentation templates
- End-responsibility for deployment and dissemination/training of the procurement policies and procedures throughout the EIT Digital organization
- Management of the procurement processes, policies and procedures across EIT Digital
- Supervision of the compliance of the procurement execution
- Manage the interaction with suppliers and support the tender process
- Manage the procurement-related interaction with the HR, legal and financial contractors of EIT Digital

### Qualifications

- At least 10 years of experience as a Procurement Officer in Industry
- Experience in an international, intercultural setting on a European scale
- Academic qualification and working level
- Hands-on mentality and team worker

### KPIs

- Timely and effective deployment and execution of procurement policies
- Effective execution of financial goal setting and sustainability performance evaluation
- Audit performance

### Languages

- Fluent in English with excellent verbal and written communication skills.
- Knowledge of any of the following languages German, Swedish, French, Finnish, Dutch, Hungarian, Italian or Spanish is a merit.

### Development opportunities

- Getting exposed to a multinational and disciplined work environment and contributing to a growing and recognised organisation, working in an entrepreneurial and integrated fashion with education, innovation, research centres and business partners.

### Contact

Constant Smits, COO EIT Digital; [cms@eitdigital.eu](mailto:cms@eitdigital.eu)

### Starting Date

As Soon As Possible

**To Apply:** Please mail a C.V. and motivation letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to [officer\\_procurement@eitdigital.eu](mailto:officer_procurement@eitdigital.eu).

Applications without a motivation letter will not be considered.

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