

#TRANSFORMINGTOMORROW: MAKE A DIFFERENCE WITH US.

IT:U is Austria's first public interdisciplinary university dedicated to digital transformation for the benefit of our society, economy and environment. Shape the future with us as a

Procurement Specialist*

and retain control over the supply processes of IT:U.

Full- Time

YOUR TASKS

- Managing the procurement process from start to finish, including sourcing suppliers, obtaining quotes, comparing prices, negotiating contracts, and generating purchase orders
- Maintaining relationships with suppliers
- Receiving goods and monitoring inventory
- Inspection of goods and quality management.
- Tender management in coordination with the Legal Department
- Developing and implementing procurement policies to ensure compliance with public procurement regulations in collaboration with the Legal Department
- Identifying cost-saving opportunities in procurement
- Making use of software systems and tools to manage procurement and logistics data, generate reports, and analyze performance metrics
- Collaborating with various departments of the university and providing support to university staff in purchasing and ordering

YOUR STRENGTHS AND SKILLS

- Relevant education or apprenticeship, vocational training or degree
- Several years of experience in procurement, purchasing, and/or logistics, ideally including experience with Bundesbeschaffung GmbH (BBG)
- Strong communication and negotiation skills with suppliers and stakeholders
- Resilience and effective time management in a dynamic environment with diverse priorities and deadlines
- Analytical skills and proficiency in procurement and logistics software systems such as SAP, Oracle etc.
- Very good German and English language skills, both written and spoken

WHAT YOU CAN EXPECT

- Creative freedom and the unique opportunity to help establish a new university
- Key role with significant influence
- Independent and responsible tasks in a dynamic and digital environment with a start-up atmosphere
- Collaboration in a motivated team
- Flexible working hours and the option for remote work
- Office kitchen with complimentary basic supplies (snacks, coffee, milk etc.)
- Free parking or an Austria Climate Ticket (optimal public transportation connections)

We offer a gross salary in line with the market from EUR 3.500,- on a full-time basis (with willingness to overpay depending on qualifications, experience and individual skills) and the opportunity to play a key role in shaping the development of IT:U.



Your contact person
for this position:
Katherine Heller-Pichler
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We look forward to receiving your online application including CV and letter of motivation.

***come as you are** – we value and promote diversity in our team. Everyone is encouraged to realize their full potential, realize ideas and seize opportunities. Regardless of age, skin colour, religion, gender, sexual orientation or origin, we welcome applications from all people equally