

A portrait of a woman with dark hair, wearing a dark blazer over a white top, smiling slightly. The background is a blurred office setting with windows and a flag.

Where
perspectives meet

Procurement Specialist

Basel – Switzerland

The Bank for International Settlements is recruiting a Procurement specialist to support and advise business owners in the procurement of goods and services.

We are an international organisation promoting global monetary and financial stability, and a bank for central banks. You will support us by identifying procurement-related opportunities, proposing continuous improvements and ensuring their implementation.

You will provide procurement expertise to business owners and assist them in their sourcing activities in accordance with the requirements of the Procurement Policy and Procedures. In addition, you will help monitor and assess the performance of external service providers, and contribute to vendor management activities.

We look forward to meeting candidates with at least five years' relevant work experience, or a procurement or equivalent commercial certificate. You will be fluent in English and have excellent MS Office skills. A university degree and a good command of German would be a plus.

The BIS's head office is located in Basel, Switzerland, with representative offices in Hong Kong SAR and Mexico City. We are able to recruit globally, regardless of nationality, and offer competitive employment packages. The BIS employs staff on both open-ended and fixed-term contracts, however, all new entrants are recruited on a fixed-term basis. The BIS is fully committed to equal opportunity employment and strives for diversity among its staff. We encourage applications from female candidates.

To find out more visit www.bis.org/careers

The Bank for International Settlements is a global forum for monetary and financial cooperation and a bank for central banks

Promoting global monetary and financial stability

Deadline for applications:
18/11/2018