



VACANCY NOTICE – 2023-PTT-R2-FGII-022629

Logistic Agent

Type of contract	Member of the European Commission's contract staff, Function Group II (article 3b of the Conditions of Employment of Other Servants)
Duration of contract	36 months (renewable up to maximum 6 years)
Area	Infrastructure – Logistics
Place of employment	Petten (NL)
Indicative basic salary	2365,82 - 2676,85 € (applicable as of 1 st of July 2022) For more detailed information please consult: Working Conditions

WE ARE

The [Joint Research Centre \(JRC\)](#) provides independent, evidence-based knowledge and science, supporting EU policies to positively impact society.

The current vacancy is in the Directorate R for Support Services. Its mission is to ensure the efficient and effective deployment of the resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations and to make the JRC sites safe, secure and attractive working environments by providing efficient customer driven services to facilitate the current and future scientific activities of the JRC while ensuring that JRC sites act as a good neighbour of their respective communities at large.

The vacancy is within the Unit "JRC.R.2 Support Services Petten", which task is to support and coordinate the implementation of resource management functions on the specific JRC Site in a client responsive manner and in compliance with all applicable rules and regulations acting as a focus of resource management support to the Directorate of the respective Site. The Unit provides also technical support for the scientific programmes, develops and maintains the infrastructure of the site.

We are looking for a Site Infrastructure and Development Logistic officer in the Infrastructure Team, under the supervision of the Sector Head, to provide support in the coordination of the warehouse, delivery of goods and daily management of the Store.

We offer a dynamic position in a multidisciplinary working environment, with a competitive salary and benefits, continuous professional development and training to support the research activities taking place in Petten.

Less than 1 hour from Amsterdam and situated on the coast in the North Holland dunes, Petten boasts a unique family-friendly physical environment, ideal for outdoor and nature enthusiasts. The jobholder will join a motivated team of engineers and technicians dedicated to support the mission of JRC in a multitude of policy areas.



WE PROPOSE

The jobholder will:

- provide support in the coordination of the warehouse, delivery of goods and daily management of the Store;
- manage stores' supplies (ordering, distributing, stock-keeping);
- daily management of the store (reception/expedition of goods, contacts with suppliers, contacts with ECN stores, giving out of goods);
- contribute to the management of the inventory (registration, physical control, storage) and provide support to the responsible of the inventory;
- provide support on waste management, including chemical and gases;
- provide logistical support to the Site users;
- participate in the respective Infrastructure stand-by duty shift;
- follow all applicable safety, environment and quality requirements;
- propose expenditure items on the basis of operational needs;
- responsible for the preparatory work associated with the operational aspects of purchases (formulation of proposals, estimation of costs, cost/efficiency analysis, technical specifications etc.);
- monitor contract execution until termination of services and/or delivery of goods.

WE LOOK FOR

The candidate should have experience in logistics, preferably with a customer-oriented background and must be able to work in an international and multi-disciplinary team, with good communication skills towards, experts and non-experts and other stakeholders.

Education

- a level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Job-related experience

The candidate should have at least 2 years of work experience in the field of buildings and supplies, logistics and storage.

Good understanding of relevant administrative requirements preferably acquired in an international organisation would be an asset.

The candidate should have good communication skills, as the work will involve frequent interaction within a wider EU context, good computer skills (Word, Excel), a high level of personal initiative in order to organise his/her own work, be able to analyse quickly and work with a high degree of precision even under stress and also be well-adapted to team working. A good knowledge of spoken and written English is essential.

The command of the Dutch language is an advantage.



HOW TO APPLY

If you are **already on a valid CAST FG II reserve list**, or you **have already applied to the call below**, you can directly submit your application at <http://recruitment.jrc.ec.europa.eu/?type=AX>.

If not, before applying to this position, **you must register** for one of the two following:

- the [Call for Expressions of Interest | EU Careers \(europa.eu\)](http://europa.eu) (CAST Permanent FG II), which is used by a wide range of organisations (institutions, bodies, offices and agencies of the European Union), or

Note that each of the calls above has **different minimum eligibility requirements and different selection tests**.

The JRC cultivates a workplace based on respect for other people and the environment, and embraces non-discriminatory practices and equality of opportunity. In case of equal merit, preference will be given to the gender in minority.