

Procurement Officer (gn) - Part Time

Stellenanbieter: ClientEarth – Anwälte der Erde

ClientEarth's mission is to use the law to protect the earth and its inhabitants. This is a great opportunity to join a purpose-driven organisation and to make a significant impact in delivering value for money services and supporting the effective and consistent delivery of procurement processes in line with organisational strategy and policies.

Salary: €1.665,51 gross per month (Brussels) / €23.581,26 gross per annum (Berlin)

Location: Berlin or Brussels

Contract Type: Indefinite

Hours: Part Time

Hours Details: This is a 0.5 FTE (18h45m per week), and would be spread over 3-4 days per week for 4-7hrs a day.

Meet your Manager

In this role, you will be managed by Karolina Kaczmarek, our Global Procurement and Standardisation Manager. She oversees procurement activities across the organisation and is based in London. Karolina joined ClientEarth in 2016 and has been leading the Procurement team since its establishment in 2022.

Aufgaben

- Ensure Value for Money is achieved throughout the Procurement to Payment process by selecting suppliers who align with ClientEarth's sustainability goals, and by ensuring compliance with local laws, internal policies, best practices, and environmental standards
- Book travel for ClientEarth staff and partners, ensuring compliance with our Environmental, Travel, Procurement and Security policies
- Administer the purchase process, ensuring compliance with Environmental, Procurement and Due Diligence policies, ensuring purchases are processed in a timely manner
- Processing purchase requests, invoices and payments in a timely manner, support managing recurring payments, resolve invoice queries and discrepancies with our suppliers and Finance department
- See the job description for a full list of duties for this role

Anforderungen

- Knowledge through experience of a wide range of procurement activities
- Experience in booking business travel
- Experience in a customer service/administrative role
- Experience in processing payments and invoices
- See the job description for a full list of requirements for this role.

Benefits

Flexible working: We are proud to be a **Flexa** accredited Employer. Visit our **Flexa Employer page** for more information on our approach to flexible working. Our flexible working policy allows our people the choice to decide to work from home/another location in the country where their contract of employment is issued for 80% of their month, with the other 20% of their month being office-based **See our Benefits page for more** as well as **our flexible working FAQ**.

ClientEarth values diversity and inclusion and the benefits this brings. We aim to appoint the most suitable candidate at all times and welcome applications from people from all different backgrounds. **See our equity, diversity and inclusion journey page for more.**

Bewerbungsprozess

Closing Dates: 16 February 2026

First Interview Dates: Week beginning 23 February 2026

- **Anstellungsart:** Festanstellung
- **Arbeitszeit:** Teilzeit, 18 h/Woche
- **Jahresgehalt:** 23.000 €
- **Berufserfahrung:** 2 - 3 Jahre

Bewerbungsschluss: 16.02.2026

Einsatzort: 10179 Berlin, Brussels / hybrid, Deutschland

Stellenanbieter: ClientEarth – Anwälte der Erde
Albrechtstraße 22
10117 Berlin, Deutschland

Online-Bewerbung: <https://jobs.clientearth.org/jobs/vacancy/984/Good%20Jobs%20DE/detail>

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greenjobs.de-Adresse dieses Stellenangebots: <https://www.greenjobs.de/a100150587>