

Job Specification

Procurement Assistant

Reporting to: Procurement and Alliance Manager

Location: Fort Lauderdale, FL

Job Summary/Aims :

To review sourcing options, procure and place purchase orders for product at the best price, promptly and effectively to service the order requirements, paying special attention to on-time delivery and minimising discrepancies.

Key Duties:

Maintain regular contact with vendors via telephone and email;

Ensure efficient, effective and accurate Purchase Order placement, paying special attention to on-time delivery and minimising discrepancies through effective supplier management;

Communicate effectively with operations and the commercial teams to ensure customer orders are processed in a timely manner and delays/issues are dealt with appropriately;

Make commercially viable decisions – sourcing reliable stock at the right price from approved suppliers, taking into account additional costs associated with a purchase (e.g., transport / storage costs);

Chase back-orders, taking action as appropriate – e.g., cancelling and re-sourcing as required – ensuring on time delivery;

Work with other members of the procurement/sourcing teams to research into possible alternative products if the customer's exact specification cannot be met. Advise the relevant teams of options and act according to their feedback;

Ensure relevant teams are kept up-to-date with status of orders through thorough communication and timely updates of Purchase Remarks on SAP Sales Orders;

Ensure any necessary information regarding own supplier base is shared with the relevant stakeholders through effective communication;

Arrange/ attend the Commercial/Procurement meeting and any other internal meetings as required;

Communicate effectively with the finance team to coordinate the prompt payment of proforma invoices;

Perform against business and personal objectives;

Use own initiative within the boundaries of company policy/guidelines;

As required, assist in the set up new suppliers, ensuring all relevant processes and SOPs are followed, and ensuring the required documentation is obtained and checked prior to submission to QA for approval;

Any other duties as assigned by line manager.

Candidate Guide:

Masters Speciality Pharma is a global pharmaceutical company whose core mission is to provide life-changing medicines to patients in need, anywhere in the world. We prioritise emerging markets, partnering with innovative companies to deliver their products to the regions they cannot reach. At Masters we are proud of our company's vision and of what we do to deliver it.

The successful candidate will have attributes in keeping with Masters' company ethos – professional, hands-on and results driven. They will be motivated to achieve success, but also work collaboratively with their colleagues to achieve the company goals, and have the desire to work within in a fast-paced and highly regulated environment.

Requirements:

Experience in procurement and/or the industry is desirable but not essential. Strong commercial acumen and product knowledge – would be highly advantageous.

Must be an excellent communicator with proven experience of building cross-functional relationships.

Excellent English language skills (oral and written), is a must.

Highly numerate with strong negotiation skills is important.

Skilled in being able to research and analyse data and present good management information.

Ability to multitask whilst having good judgement and decision-making skills.

Able to follow SOPs, prioritise and manage own workload; whilst paying strict attention to detail.

Sets high standards of themselves, is quick to learn and is highly adaptable

Experience of teamwork – adopts a 'best for business' attitude.

Proficient in the use of Microsoft Office applications, especially Excel, SAP, portals and CRMs would be beneficial.