



Buyer

Note: The use of the masculine gender includes the feminine and is employed solely to facilitate reading.

Contractual position : Maternity leave replacement

Contract period : August 2, 2010 - November 1, 2011

Position Summary

The Buyer is responsible for an equal mix of purchasing goods and services according to the company's buying guidelines, inventory management, and requirement planning.

The incumbent will also lead negotiations, relationships and evaluation with suppliers and recommend actions related to inventory management. He/she will work closely with Finance, Marketing and Sales to ensure adequate communications, data integrity and prompt corrections if necessary.

In addition you will be responsible for implementing policies and procedures within the department.

Reports To

Logistics Manager

Specific Responsibilities

1. Plan and manage external production (subcontracting) of raw materials, packaging components and finished products.
2. Determine the required quantities, prices and delivery dates to meet specific needs and release purchase orders in direct compliance with our supplier's agreements (contracts).
3. Sending monthly forecasts to our suppliers in accordance with our supply demand.
4. Negotiate delivery dates, quantities, and the appropriate transport mode and ensure proper parameters are entered in SAP.
5. Create purchasing/capacity plans to support customer orders.
6. Coordinate artwork revisions when required.
7. Provide support for the operation department as required.
8. Ensure that all product information is accurate and up-to-date in SAP (warehouse specifications, batch sizes, FIA, MRP, recipe, ECCnet, etc.)
9. Implementing policies and procedures within the department when needed.
10. Assist in the preparation of reports, such as inventory sales reports and product allocations.

Characteristics of a Good Candidate

1. Leadership

A successful candidate must be able to demonstrate (consistent with relative experience and assigned responsibilities) a proven ability to recognize opportunities, form a vision of what can be achieved and then challenge self or others to achieve breakthrough results. The candidate should demonstrate the potential to continue to develop their leadership skills in order to assume progressively greater responsibility within the company.

2. Priority Setting

A successful candidate must be able to handle multiple priorities well. S/he must be able to define who his/her customers are (both internal and external), seek to understand their needs and to set priorities with those in mind. The candidate will be able to recognize the most important issues, make effective plans and get resources in place to achieve key objectives.

3. Problem Solving / Analytical Skills

A successful candidate must demonstrate an ability to sort through complex data, gather relevant view points, identify important issues and make well-reasoned and actionable recommendations based on the findings. The candidate must be able to recognize developing problems and effectively deal with them in the pursuit of his or her objectives.

4. Initiative and Follow Through

The candidate must be able to demonstrate an ability to get going on important priorities, overcoming obstacles and taking appropriate risks in order to keep projects moving towards objectives. He or she should be able to demonstrate a record of setting specific, stretching objectives within their assigned area of responsibility and achieving or exceeding them.

5. Well-refined People Skills

The candidate must possess well-refined interpersonal skills that will allow him/her to effectively function in a fast-paced, heavily people oriented, team environment.

Candidate Profile

	<u>Required</u>	<u>Asset</u>
Education:	<ul style="list-style-type: none">• Bachelors degree in commerce, POM, accounting or related discipline.	<ul style="list-style-type: none">• MBA
Experience:	<ul style="list-style-type: none">• Minimum 4 years of work experience in pharmaceutical industry.• Possess exceptional negotiation skills plus a profound technical understanding of industry requirements ability to work under time constraints/ pressures.• Comfortable and effective at communicating at all levels.	<ul style="list-style-type: none">• Personnel management experience.
Other:	<ul style="list-style-type: none">• Good knowledge of Microsoft Office Suite and strong computer skills.• Perfectly bilingual.	<ul style="list-style-type: none">• Knowledge of SAP/R3 accounting software.

