

## **Vendor/ Purchasing Manager**

VPM-0119

We are looking for an experienced, self-driven and enthusiastic vendor/purchasing manager. A strategic thinker with excellent execution skills, you will already be working in Vendor/purchase management, or possibly in Business Development, and you will ideally be currently working in the life sciences sector or have experience in this area.

### **Responsibilities**

- Manage a portfolio of services and goods providers according to internal procedures
- Maintain and develop effective supplier relationships to ensure business requirements are met
- The oversight of all vendors with the objective of savings and simplification where possible
- Ensure the purchasing process is robust and effective
- Work cross-functionally and in collaboration with key stakeholders both internal (e.g. Commercial, Project Management, Quality, etc.) and external (e.g. Clients, External Vendors, etc.)

### **Accountabilities**

- Optimize and maintain the purchasing system and processes
- Create, execute and maintain the Purchasing policy and all related documents
- Ensure compliance with the purchasing policy and promote good purchasing practice within the company
- Build trust and good relationships with key vendors
- Evaluate formal bids received from vendors and participate in all negotiation
- Create and implement strategies to find cost-effective solutions and potential savings
- Maintenance of the vendor database to ensure all information is up to date and available for stakeholders
- Collaborate with key personnel to ensure the clarity of all specifications and expectations
- Perform risk management for supply contracts and agreements
- Communicate with the Quality Management department about the outcomes of the audits on external vendors and ensure compliance with all processes
- Identify gaps and areas for improvement and lead remedial actions and initiatives
- Participate at industry events and training when required

## **Requirements**

- A Bachelor's degree or above in economics or similar, with a focus on purchase or supply chain management, business management, accounting or related fields
- Previous working experience in the same or a similar position, that means with minimum of 1-year experience from BD or purchase management;
- Excellent written and spoken English, other languages an advantage
- MS Office knowledge (especially MS Excel, MS Powerpoint)
- 3+ years previous experience in Business Development/ Vendor/ Purchasing management, negotiation with vendors is must or big advantage

## **The ideal candidate has/is**

- An open-minded and self-motivated personality
- The ability to act independently as well as a part of a team
- The ability to meet deadlines under pressure and time constraints
- Strategic and analytical skills with attention to details
- Excellent communication skills (both written and spoken)
- Good project Management and planning skills
- Comfortable working in a multi-cultural environment
- Customer focused
- Detail-oriented
- A proactive problem-solver
- Results-driven
- An excellent time manager
- A positive can do - will do attitude