

Procurement Manager

Full Time

Mt. Laurel, NJ, US

FLSA Status

Exempt

Summary

The Procurement Manager (PM) is responsible for monitoring costs to assure competitive pricing from vendors. This individual will collaborate with suppliers and/or manufacturers to maximize inventory objectives and assist in optimizing cost of operation. This includes negotiation with suppliers to maintain and improve pricing terms, quality, and on-time deliveries as required for all materials, components, subcontracted finished goods, and equipment.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Responsible for overseeing all purchasing functions.
- Leads and implements the procurement of materials, components, equipment, and services at favorable pricing.
- Ensures suppliers are consistent with scheduled deliveries and maintain specifications for applicable materials/equipment.
- Lead supplier selection and pre-qualification process.
- Investigates and recommends sources of supply and purchases through contractual arrangements to affect cost savings.
- Obtains sources, quotes, generates, and processes requisitions, and maintains related records, logs, files, artwork as pertained to the purchasing department.
- Check all purchasing invoices for accuracy in billing.
- Presents vendor cost comparison reports to upper management as requested.
- Monitor and forecast upcoming levels of demand and track inventory levels.
- Other assigned tasks as necessary assigned by Management.
- Responsible for following all safety regulations and complying with SOP's, EPA, OSHA, FDA, and cGMP's while performing duties.
- Maintain cleanliness and appearance of work area.
- Well versed in analysis of spend data and cost models for continuous improvement.
- Maintain relationships with various functional groups across the organization including Manufacturing, Quality, Distribution, and Administration.
- Other duties as assigned.

Required Education and Experience

- 4-6 years of Procurement related experience in Pharmaceutical and/or related industry with bachelor's degree in economics, Business, or Supply Chain Management.
- 6-8 years of Procurement related experience in Pharmaceutical and/or related industry without bachelor's degree.

- Extensive knowledge of cGMP, FDA, and other pharmaceutical requirements.
- Experience in sourcing both pharmaceuticals, medical devices, and equipment.
- Experience of pharmaceutical supply chain systems in developing contexts and logistics.
- Successful experience in audit/assessments and the implementation of supply chain management improvements.
- Ability to identify trends within pharmaceuticals industry.
- Ability to establish supplier specifications, measure conformance, and identify process improvement opportunities.
- Knowledge of risk management, with the ability to identify and address anticipated issues.
- Ability to work independently and troubleshoot challenges.
- Must possess strong verbal, written, and oral communication skills.
- Must be able to work independently and with a team.
- Must possess problem-solving skills.
- Recognize priorities and take action; make productive use of time.
- Must exhibit punctuality and low absenteeism.

Competencies

- Communication Proficiency
- Statistical Analysis
- Problem Solving/Analysis
- CGMP Manufacturing
- Detail Oriented
- Quality Driven
- Results Driven
- Technical Capacity
- Thoroughness
- Innovation

Supervisory Responsibility

This position has no supervisory responsibilities at this time.

Work Environment

This job operates primarily under GxP operations. This position requires the use of standard office equipment. Frequent standing and walking may be required occasionally.

Language Skills

Must be able to read, write, speak and understand English fluently and have the ability to read and interpret documents such as operating and maintenance instructions and procedure manuals.

Mathematical Skills

Uses addition, subtraction, multiplication and the division of numbers including decimals and fractions when checking of reports, forms, records and comparable data where interpretation is required involving basic skills knowledge.

Reasoning Ability

Must have the ability to solve practical problems and deal with a variety of concrete variables in situations where substantial standardization exists. Must be able to interpret instructions furnished in written, oral, and diagram or schedule form.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to lift 25-50 pounds (i.e. equipment and materials relating to the lab)
- Able to sit and/or stand 8-10 hours or more per day as needed

Position Type and Expected Hours of Work

This is a full-time position. Because of the nature of the business, work schedules may vary at times.

Travel

Travel to be determined.

Disclaimer

The above job description is intended to describe the general nature and level of work being performed by employees assigned to this job. It is not designed to capture or illustrate a comprehensive list of all responsibilities, duties, and skills required of employees assigned to this job.

AAP/EEO Statement

Stokes Healthcare is an Equal Employment Opportunity and Affirmative Action Employer.