



Job Title: Sourcing & Purchasing Officer

Relationships:

Your immediate line manager is: The Purchasing Director

You are responsible for: Sourcing sustainable supplies of a wide range of active pharmaceutical ingredients, fine & industrial chemicals, food ingredients, packaging and related products for the industries we serve

You may seek assistance to carry out your function from:

- The purchasing director and other members of the purchasing team

The successful candidate will;

- Have at least five years' experience in the procurement of chemical, food ingredients, active pharmaceutical ingredients and related products.
- Have a minimum B.Sc. in chemistry or a related discipline, combined with a professional purchasing or materials management qualification.
- Be able to demonstrate a proven track record of supply chain management in a just in time working environment.
- Have excellent organisational and administration skills and be able to plan and prioritize tasks while working on multiple procurement projects.
- Be commercially aware with good analytical and negotiating skills
- Work as part of a purchasing team to achieve the departments stated objectives
- Have excellent negotiation, communication & numerical skills
- Possess good computer skills and knowledge of using integrated ERP systems

Principal tasks of the job

- Source sustainable products for our different market sectors and perform supplier assessment to ensure that any chosen supplier has financial stability, market and product leadership, and development potential.
- Develop strong relationships, communicate and work effectively with business partners to ensure they deliver on commitments.
- Operating as our sourcing specialist the ideal candidate will liaise with many internal departments e.g. The sales teams, the quality control department, R&D and manufacturing.
- The development of a diverse portfolio in liaison with the Purchasing Director. To include: Identification and selection of suppliers , strategic sourcing, and price negotiation

- Assist in creating & implementing sourcing strategies in line with the company objectives
- Identification of process improvement opportunities, and promoting procurement best practice
- Delivering best value purchasing: cost savings, quality, flexibility & security of supply
- Ensure the data base of enquiries is kept updated on a daily basis
- Bring innovative supplier solutions to maximize value across the supply chain
- Ensure all sourcing is compliant with regulatory and legal requirements – REACH
- Ensure all new specifications are signed off by our quality department
- Work with quality department in the approval/audit of suppliers
- Liaise with other members of the purchasing team in the development of supplier performance and appraisals
- Develop and maintain a raw materials data base / library

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation