



## Supply Chain Specialist

### Responsibilities:

- Maintain and develop relationship with assigned suppliers and with new ones according to Portfolio Strategy activity dedicated to technical transfers, alternative sourcing, formula optimization and for R&D projects;
- Launch purchase orders according with production planning, from quality approved sources and follow up their execution till goods receipt in site. Check delivery documents and prices. Update allocated articles and vendors parameters in SAP. Grant support for qualitative/quantitative/documentary complaints, if any, and sustain company QA policy with data related to allocated suppliers;
- Prepare and ensure custom formalities if needed, checking documents before releasing them to finance department;
- Provide reports for slow moving articles, budgeting processes, inventory projections and other specific requests;
- Constantly evaluate the need for new sources to be implemented with Strategic Procurement and Portfolio Strategy in order to have supply security and alternatives for performant service level to end clients;
- Active player in periodic and punctual interdepartmental or supplier meetings for new projects and current products;
- Ensure data collection for monthly, quarterly and annual reporting to Health Ministry and to Sanitary Veterinary Authority related to special substances;
- Ensure the process of stock control, organizing shipping, collecting internal documents and invoicing finished products manufactured by Labormed site to local and external clients;
- Organize various administrative activities and participation in annual stocks inventory.

### Candidate profile:

- Studies: bachelor degree or higher;
- Proven experience in a similar position – minimum 3 years;
- Ideally experience in pharma industry, medicine distributors, FMCG industry, logistics service companies or international couriers;
- Advanced skills in MC office pack;
- Advanced Excel and SAP knowledge would represent a plus;
- Soft skills:
  - Communication skills;
  - Organize, plan and prioritize;
  - Responsible, persevering;
  - Detail oriented;
  - Objective oriented;



- Team-player;
- Self motivation, easy adapting;
- Dynamic;
- Resistant to stress.

### Others:

Location: Bucharest, Labormed

Please send your application or recommendations to [cariereromania@zentiva.com](mailto:cariereromania@zentiva.com), until **September 17<sup>th</sup> 2021**.