



OPERATIONAL PROCUREMENT MANAGER

Responsibilities:

- Coordinate activity of the Operational Procurement Department for purchasing raw materials and packaging dedicated to medicines production, spare parts and consumables for the 2 sites;
- Maintain and develop relationship with allocated suppliers and with new ones according to Portfolio Strategy projects of technical transfers, alternative sourcing and for R&D projects, other indirect materials site needs;
- Periodically ensure prices negotiations, preparing and signing purchase contracts for certain direct and indirect materials;
- Launch purchase orders according to production planning, from quality approved sources and follow up their execution till goods receipt in site. Check documents and prices. Operating orders in ERP and updating allocated articles and vendors parameters. 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 goods documents before release them to other departments;
- Updating databases with offers, purchase prices and quantities, payment proposals and any related reports;
- Constantly evaluate need for new articles and new sources to be implemented with Strategic Procurement and Portfolio Strategy in order to have alternatives for performant service level to end clients;
- Ensure data collection for monthly, quarterly and annual reporting to Health Ministry and to Sanitary Veterinary Authority related to special substances;
- Active player in internal periodical or punctual meetings together with other site departments for new projects and current products;
- Organizing various administrative activities and participation in annual stocks inventory.

Requirements:

- University degree;
- 2 years minimum experience in a similar position;
- Communication skills, details oriented;
- Ability to organize, plan and prioritize;





- Good negotiator, good coordinator of multiple tasks;
- Advanced user for MS Office pack;
- Excel advanced, SAP knowledge and English – advanced level;
- Good relationship skills , high level of professionalism and ethics.

Others:

Please send your application or recommendations to cariereromania@zentiva.com, until **1st of June 2021**.