

JUNIOR PURCHASING OFFICER

We are a leading pharmaceutical wholesale group committed to providing high-quality medicines across the European Union. Our team is dedicated to ensuring efficient procurement processes and excellent service to our clients and partners.

We are seeking a detail-oriented and proactive Junior Purchasing Officer to join our purchasing department.

Job description:

The purchasing department is in charge of obtaining medicines and medical devices throughout Europe and as a part of the team, as a Procurement officer, you will dedicate your efforts to a number of these countries. You will be the contact person for these procurement sources with regards to price and availability requests but also projects/initiatives.

In this position, you will work closely with our sales team based in the U.K., Spain, Italy, France and Germany and also with the Regulatory affairs team based on site.

Responsibilities:

- Get your monthly stock from your various suppliers at a good working price within the correct time frame to maintain efficient production flow and deliveries to our subsidiaries
- Maintain records of purchases, pricing and other important data
- Conduct sourcing projects: new product lines, new suppliers...
- Develop good relationships with suppliers to open new lines and increase the portfolio of products in partnership with the Regulatory team
- Administrative management of orders: preparation of purchasing orders, delivery notes and invoices. Preparation of documents for transport (Customs)
- Ability to travel across Europe to extend business potential and meet suppliers (performance reviews, audits)
- Be able to engage with clients during professional fairs and exhibitions

Requirements and Qualifications:

- Bachelor's or Master's degree or equivalent
- Fluency in English; additional EU languages will be advantageous.
- Excellent organizational and communication skills.
- Proficiency in MS Office (Word, Excel, Outlook).
- Aptitude in decision making and working with numbers
- Previous experience as procurement officer or related position will be an advantage but not essential as training will be provided