**JOB DESCRIPTION**

**ROLE:** Clinical Sourcing Graduate

**SALARY AND BENEFITS:** Negotiable

**REPORTS TO**: Pharmaceutical Development Director

**LOCATION:** Ruislip, Middlesex

B & S Group are now looking to recruit for an ambitious Graduate who is interested in kick starting their career in a fast-moving company. You will undergo a training programme aimed at giving you understanding of our business whilst gaining industry experience. It is also structured to give you the support, guidance and solid professional platform necessary to be able to find the right path, along which to take your first steps into a future career with B&S Group.

**PRIMARY RESPONSIBILITIES**

The primary responsibility is to identify and to agree the supply chain for Active Product Ingredient (API), excipients, consumable, and component for fast growing clinical division. You will be sourcing new products and suppliers for our clinical division showing awareness of the regulatory requirements and market activity.

**SECONDARY RESPONSIBILITIES**

* Handling negotiations to deliver competitive and customer focused prices to help the business achieve their targets/ margins in timely manner.
* Order products and manage the supply chain
* Managing supplier base in line with company commercial objectives
* Source products at lower prices and with required documents for regulatory submission.
* Source analytical and manufacturing equipment with desire specifications
* Designing and issuing marketing materials
* Communication with the hospital development team for specific requirement and also with business development team
* Closely working with Project management team (across all technical departments)
* Assisting for designing the artwork and branding of products
* Assisting contract manufacturing process
* Negotiation of cost prices
* Assist the other buyers with their categories
* Coordination with finance department
* Ad hoc projects when required
* Any other duties as and when required

**ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

* 1st Class or 2:1 Honours Graduate in a Science related Degree
* Previous experience in Procurement
* Ability to perform under pressure
* Clear verbal and written communication essential
* High attention to detail
* Ability to work on own initiative and in a team
* Proven negotiation skills
* Pharmaceuticals buying experience would be an advantage
* Positive attitude and willingness to deliver results
* Good analytical skills
* Proficient IT skills, fully competent at using Microsoft Office packages and the ability to learn our in-house systems (full training will be given).
* Responsive to the rapidly changing nature of the business