

## JOB DESCRIPTION

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**ROLE:** Graduate Buyer

**SALARY AND BENEFITS:** Negotiable

**REPORTS TO:** Director of Pharmaceutical Development

**LOCATION:** Ruislip, Middlesex

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### **PRIMARY RESPONSIBILITIES- clinical role**

The primary responsibility is to identify and to agree the supply chain for Active Product Ingredient (API), excipient, 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. Furthermore you will be handling negotiations to deliver competitive and customer focused prices to help the business achieve their targets/ margins in timely manner.

### **SECONDARY RESPONSIBILITIES**

- 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 desired 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
- Ad hoc projects when required
- Any other duties as and when required

### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

- 1<sup>st</sup> Class or 2:1 Honours Graduate in Pharmaceutical Sciences or a Science related Degree
- 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