

JOB DESCRIPTION

ROLE: Specials Purchase Executive

SALARY AND BENEFITS: Negotiable

REPORTS TO: Purchase Team Leader

LOCATION: Vadodara, India

JOB TIMING: 1:00PM to 10:00pm and 2:00PM to 11.00PM India Time

PRIMARY RESPONSIBILITIES

The main responsibilities are purchasing specials obtain and unlicensed medicines, also includes chasing deliveries with suppliers as well as inform to customers, monitoring stock levels and carrying out related tasks.

- Ordering and monitoring stock levels.
- Ordering outline as per reports for stock with less than 2 weeks' stock at the start of each week.
- Chasing up outstanding orders & queries.
- Creating new parts for new and existing product lines.
- Report the action taken by the end of each week and communicate with Team Leader.
- Each week review overstocks and reports this with promotional recommendations.
- Drug Tariff price updating

SECONDARY RESPONSIBILITIES

- Monitoring purchase cost margins.
- Promotions.
- Purchase analysis and competitor information.
- Miscellaneous Commercial Projects.

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- Strong excel skills.
- Numerate and analytical.
- Proven commercial capability.
- Good oral and written communication skills.
- Understanding of Specials and Special Obtain products.
- Knowledge of pharmaceuticals in general.
- Ability to take initiative and complete tasks quickly and accurately.