



JOB DESCRIPTION

ROLE: Sr. Purchase Specialist

LOCATION: Vadodara

JOB TIMING: 12:00pm to 09:00pm (IST)

JOB PURPOSE:

Purchase specialist will buy products that are essential for our company's day-to-day operations, review prices, quality and ensure optimal stock levels.

Purchase specialist responsibilities include evaluating vendors, negotiating contracts and preparing reports (e.g. on orders and costs).

For this role, person should have good knowledge of market research, specialty products procuring along with solid analytical skills to make sure we are identifying the most profitable offers.

Ultimately create and maintain good relationships with key suppliers to ensure merchandise is high quality and delivered on time.

JOB RESPONSIBILITIES:

- Research potential vendors.
- Compare and evaluate offers from suppliers.
- Compare, evaluate and procure special pharmaceutical products.
- Negotiate contract terms of agreement and pricing.
- Products procuring internationally.
- Special pharmaceutical products like API, drug products, Injectable products.
- Dosing devices purchasing.
- Track orders and ensure timely delivery.
- Review quality of purchased products.
- Enter order details (e.g. vendors, quantities, prices) into internal databases.
- Maintain updated records of purchased products, delivery information and invoices.
- Prepare reports on purchases, including cost analyses.
- Monitor stock levels and place orders as needed.
- Co-ordinate with development & UK inventory team staff to ensure fulfilment of the purchase needs.
- Attend trade shows and exhibitions to stay up-to-date with industry trends.
- Any other duties as and when required.

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES:

- Proven work experience as a Sr. Purchasing Officer or similar role.
- Any graduate/ Post graduate in Logistics, Business Administration or relevant field.
- Good knowledge of vendor sourcing practices (researching, evaluating and liaising with vendors).
- Hands-on experience with purchasing software.
- Understanding of supply chain procedures.
- Solid analytical skills, with the ability to create financial reports and conduct cost analyses.
- Negotiation skills.