

## **JOB DESCRIPTION**

---

**ROLE:** Purchase Officer – R&D

**REPORTS TO:** Deputy Manager - Buying

**LOCATION:** Vadodara

**JOB TIMING:** 12:00pm to 09:00pm

---

### **PRIMARY RESPONSIBILITIES:**

- Manage all activity related to purchase.
- Maintain relation with suppliers.
- Maintain inventory of R&D India site.
- Coordination with finance department.
- Resolve service related problem in R&D in the terms of instruments.
- Aware about new outcomes in pharma in terms of instruments, column & excipients.
- Encourage team in terms of money saving.
- Fulfil technical requirement from vendors to our R&D team.
- Fulfil UK requirement in terms of instrument, excipients & analytical service.

### **SECONDARY RESPONSIBILITIES:**

- Help finance department during audit.
- Make bridge between R&D scientist & vendor in terms of API, Excipients, instruments, Column, analytical service & technical aspects of API & impurity.

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

- Essential pharmaceutical purchase experience, minimum 1 year.
- Masters in Science / Pharmacy with MBA qualification.
- Good market knowledge.
- Excellent Excel skill.

**Cab services available for Female candidates (Pickup & Drop).**