

JOB DESCRIPTION

ROLE: Specials Purchase Executive

REPORTS TO: Purchase Team Leader

LOCATION: Vadodara, India

JOB TIMING: 08:30am to 05:30pm UK 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.
- Degree in pharmacy is must.
- 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.

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