

<b>Position:</b>	<b>Procurement and Sourcing Specialist</b>
<b>Hours:</b>	<b>37 (09:00 - 17:30 Mon – Thurs 09:00 – 17:00 Fri)</b>
<b>Base Salary:</b>	<b>Starting from £55,000 (open to full early negotiation for right candidate)</b>
<b>Benefits:</b>	<b>Private Health Insurance * Life Assurance * Contributory Pension Scheme</b>
<b>Location:</b>	<b>Egham, Surrey, UK, (M25, J11/J13, Surrey/Middlesex borders).</b>

## About Us

Essential Pharma is part of a larger group of companies whose aim is to ensure the sustainable supply of low volume, difficult to manufacture but clinically well-established pharmaceutical products to patients who need them. These branded and generic medicines form an essential part of the pharmacopeia and represent many therapeutic areas. We operate in over 20 countries, including in the UK, EU, Asia and New Zealand, supplying a portfolio of over 150 essential therapies across 9 therapeutic areas. Our products are manufactured to the highest regulatory standards at 8 sites in the EU and 2 sites in the USA.

## The Role

As the Procurement and Sourcing specialist, you will primarily build and maintain relationships with 3rd party suppliers (CMOs), including but not limited to supplier sourcing, new contract execution, renewal of existing contracts, price and conditions negotiations.

## Key Duties and Responsibilities

Your main tasks and responsibilities will include:

- Establish relationship with external manufacturers and develop existing ones
- Negotiate Supply and Manufacturing agreements with CMOs
- Find alternative suppliers when required
- Run COGS analysis and provide suggest cost reduction activities
- Review and advise on costs of technical projects
- Lead contact and communication with new and existing manufacturing sites
- Contribute to projects, working with Integration, M&A, Regulatory and Commercial departments
- Review due diligence information for new product acquisitions
- Contribute to the writing, revision and training of department SOPs as required.
- Provide support and advice to contract manufacturing sites to optimize the service that they provide
- Updating and maintenance of internal documentation including uploading to shared
- Raising RFQs

## Your Profile

You will have:

### Qualifications

- Bachelor's or Master's degree in the fields of Science, Technology, Business, Engineering or similar
- CIPS certification is an asset

### Experience

- Significant experience in a Procurement function
- Experience of working in Healthcare and / or Pharmaceuticals
- Experience of working across Global Jurisdictions

### Competencies

- Demonstrated negotiation and communication skills
- Strong Agile thinker who can adapt to situations of high speed change
- Proven experience influencing stakeholders and working in cross-functional, international teams to achieve successful project outcomes
- Candidate must demonstrate a Growth mindset and willingness to learn
- Must demonstrate integrity and high ethical standards
- Previous demonstration of working effectively as part of team with strong collaboration
- demonstrates a willingness to achieve goals together and respect the view of others
- Results orientated and accountable for actions

## To apply

Please send your CV to [careers@essentialpharmagroup.com](mailto:careers@essentialpharmagroup.com) along with your current salary and salary expectations.