

<b>Position:</b>	<b>Supply Chain Specialist</b>
<b>Hours:</b>	<b>37 (09:00 - 17:30 Mon – Thurs 09:00 – 17:00 Fri)</b>
<b>Base Salary:</b>	<b>£40,000 - £45,000</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. 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 Supply Chain Specialist, you will deliver excellent professional services within Supply Chain Department making sure that our products are always readily available for patients without any stock out situations; serve as a liaison between Commercial, Regulatory, Manufacturing, and other key stakeholders.

## Key Duties and Responsibilities

Your main tasks and responsibilities will include, but are not limited to:

### Logistics

- Support new product acquisitions, ensure a smooth transition of new products into the Essential Pharma CMO and distributor network
- Manage relationships and monitor agreed SLA's / KPIs with distributors and CMOs and ensure that products are stored, handled and distributed according to GDP standards
- Organise collection and delivery of stock from CMOs to distributors (UK/EU/International)
- Trouble shoot issues within the supply chain related to API or bulk product availability, production schedules, deviations, serialisation, or any other issue whilst ensuring the highest standard of GDP is maintained
- process export orders and ensure that relevant documents are complete and correct

### Inventory

- Utilise SAP for planning and inventory management
- Have ownership of supply chain data
- Responsible for Demand and Supply Planning, manage a 18 months rolling forecast. Improve forecast accuracy.
- Support & drive the S&OP process, involve all relevant stakeholders
- Make sure that optimised inventory levels for all products are maintained at distributors and CMOs, minimise write offs, ensure that expired stock is blocked
- Investigate stock irregularities and deviations

- Provide early warning of stock issues to internal colleagues, including anticipated resolution dates
- Create POs and inbound deliveries
- Update reports; consolidate inventory on a weekly / monthly base

### **Quality / Regulatory**

- Handle complaints according to company policies and support implementation of CAPAs
- Work closely with the RP on issues related to recalls, complaints, controlled drugs stock, counterfeit, or falsified stock, temperature excursions, etc

## **Your Profile**

You will have:

### **Qualifications**

- Strong MS Office skills

### **Experience**

- Significant in a pharmaceutical industry
- Experience of working in SAP to manage forecasts, planning and inventory management
- Analytical / numerical /data skills
- Evidence of effective communication and stakeholder management
- GDP and GMP proficiency

### **Competencies**

- Strong Agile thinker who can adapt to situations of high-speed change
- Problem solver who can work through complex issues
- 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.