

# Planner & Buyer (w/m)

Lisbon, Portugal

## Company description

Labatec Pharma is a Swiss pharmaceuticals company backed by more than 50 years' experience in proposing high-quality products to its home market. Our strategy is to continuously extend our drugs portfolio, focus on injectable generics for the hospital market, as well as grow multi-market.

## Purpose and scope

In charge of planning and procurement of all finished products and raw materials of the company according to the business needs defined by the supply planning.

## Key responsibilities and accountabilities

- In charge of the planning and the ordering of finished products and raw materials,
- Check formal requests of orders from the business through ERP,
- Put formal orders in the ERP and optimized them,
- Follow deliveries to guarantee the supply process,
- Follow all changes to guarantee the proper ordering (changes of packaging, raw material...)
- Responsible for following up deliveries as scheduled and conformity of the invoices,
- Issue requests for quotes and select best sources with cost, quality and delivery requirements.
- Negotiate and manage long term pricing agreements on critical commodities,
- Manage the inter-company flow of materials between warehouse locations
- In charge of updating the database related to suppliers in the ERP,
- Identify and source of new suppliers,
- Act as a liaison between suppliers and involved departments to resolve procurement related problems,
- Follow supplier's selection processes based on quality, prices, support, capacity and reliability
- Measure and manage suppliers cost, quality and delivery performance,
- Administer purchasing agreements and contracts with suppliers in support of organizational requirements,
- Manage risk relating to quality, cost, delivery and supply of purchases,
- Support others supply chain collaborators (planner, Customer Services), during vacations
- Act within compliance and legal requirements as well as within company guidelines

## Education / Languages

- University degree Bachelor / equivalent or relevant experience
- Fluent in English, French

## Professional skills and experiences

- We are looking for candidates who have highly developed communication skills to interact effectively with leadership teams and across functions with all levels of employees, customers, and suppliers
- Min 3 years of relevant work experience in similar function in pharmaceutical environment
- Knowledge of Lean manufacturing and continuous improvement initiatives.
- Excellent negotiation, analytical and customer service skills
- Basic knowledge of process and production steps and 'general' plant lay-outs / restrictions
- Knowledge of MRP Processes
- Knowledge of import and export freight movement regulation
- Having a proper sense of urgency (know when/how to step in)
- Be capable to work in an international environment with many different cultures
- Must be able to travel occasionally (10-15%) for site visits and supplier audits

Please send your application to [Careers/PT/Planner Buyer](#)