

Procurement Analyst (12 to 15 months contract)

Note: The use of the masculine gender includes the feminine and is employed solely to facilitate reading.

Can you imagine a career that touches the lives of people everywhere? Can you imagine yourself working in a fast paced and dynamic workplace where rapid decision making, entrepreneurial initiatives, customer service and community become your new vision? A vision that drives our growth and success...if so, then Paladin is the place for you!

Paladin Labs Inc., headquartered in Montreal, Canada, is a specialty pharmaceutical company focused on acquiring or in-licensing innovative pharmaceutical products for the Canadian market. Paladin has a focused marketing and sales organization that has helped it evolve into one of Canada's leading specialty pharmaceutical companies. Paladin Labs is an operating company of Endo International plc, a highly focused generics and specialty branded pharmaceutical company.

We are a dynamic and fast growing organization. Paladin is constantly looking for great people to contribute to our growing business. We believe in empowering our employees by giving them the freedom to raise new ideas and encourage decision making in an environment that fosters the growth and development of each individual. Paladin's culture is committed to building our business as well as our community, helping others, encouraging integrity and inspiring people to make a difference.

Position Summary

The Procurement analyst is responsible for an equal mix of purchasing goods and services according to the company's buying guidelines, inventory management, and requirement planning.

The incumbent will also lead negotiations, relationships and evaluation with suppliers and recommend actions related to inventory management. He/she will work closely with Finance, Quality Assurance, Regulatory affairs, Marketing and Sales to ensure adequate communications, data integrity and prompt corrections if necessary.

Reports To

Director, Supply Chain

Specific Responsibilities

- Negotiate delivery dates, quantities and the appropriate transport mode and ensure proper parameters in SAP.
- Launching new product that are going to be in the procurement analyst portfolio after the launch.
- Determines the required quantities and delivery dates to meet specific needs and authorizes purchase orders accordingly.
- Evaluates suppliers for performance, quality, and cost.
- Release purchase orders on approved suppliers in a timely manner.
- Create purchasing/capacity plans to support customer orders and forecasts.
- Performs all steps in procurement process with extreme accuracy and care to avoid economic loss.
- Training between procurement analysts when needed.

- The Procurement Analyst is responsible of his entire portfolio product on every aspect (purchasing, returns, BO's, Eccnet, specification, forecast or any issues to do with the product need to be addressed by this individual).
- Communicate label revisions to suppliers and circulate them for internal approval.
- Assist in the preparation of reports, such as monthly inventory sales reports, forecast and product allocations.
- Responsible to update all system data (contact information, prices, suppliers, etc).

Characteristics of a Good Candidate

1. Leadership
2. Priority Setting
3. Problem Solving / Analytical Skills
4. Initiative and Follow Through
5. Well-refined People Skills

Candidate Profile

Experience, Training and Education

Required

- Bachelor's degree in commerce, POM or related discipline.
- Minimum 1-2 years of work experience.
- Good negotiation skills.
- Requirements ability to work under time constraints/ pressures.
- Comfortable and effective at communicating at all levels.
- Excellent communications skills, written and oral in both French and English.

Asset

- Good knowledge of Microsoft Office Suite and strong computer skills.
- Knowledge of SAP/R3 software Material Management module

*To apply, please send your resume: hr@paladinlabs.com
Only selected candidates will be contacted.*