



Position Description

Job title: Procurement Specialist
Location: Newport or Charnwood
Reports to: Logistics Manager

PURPOSE:

PerkinElmer is on the frontline of fighting Covid 19 Our complete workflows with standardized equipment and kits are available to help labs address their SARS-CoV-2 testing challenges We are recruiting staff for 6 month fixed term contracts at a new greenfield laboratory based in Newport or Charnwood, near Loughborough.

SUMMARY:

The Procurement role is required to drive a proactive, best-in-class approach to service parts procurement of lab supplies, consumables and services in support of the Perkin Elmer biological testing laboratory These tasks include, but are not limited to, consumables, disposables and services sourcing and procurement through OEM's and 3rd party suppliers Success will be measured by significant gains in fill rate and cost reduction or avoidance and the impact that it has on lab productivity and other goals identified by the program leader and business unit.

RESPONSIBILITIES:

- Work with Site Management and Logistics team to develop and sustain supply chain and functional capability required to support the lab's mission and contractual obligations to our customer
- Responsible for implementation of new item pricing in SAP Interface with key functional partners (Global Commodity, Site Management, Finance, and Database Administration) for regular review and recalibration to ensure cost competitiveness
- Obtain purchased items by forwarding purchase orders to suppliers: monitoring and expediting orders
- Creates purchasing information by collecting, analysing and summarizing data and trends
- Manage assigned suppliers, materials and commodities to ensure on-time delivery, high quality items and services, at optimized costs
- Investigate and negotiate agreements with key suppliers to optimize parts availability and cost
- Work with planner/logistics to ensure proper inventory levels to the lab's consumption needs
- Troubleshoot internal supply issues such as quality, receipts and payment issues
- Drives efficiency improvements and cost reductions

- Interfaces with and assists in data management and reporting to support all facets of sourcing and purchasing operations

SKILLS & QUALIFICATIONS:

- Minimum 5 years' experience in material procurement
- Detail Orientated- Highly organized
- SAP knowledge and experience preferred
- Proficiency with Microsoft Office – Access, Excel, PowerPoint, Word
- Self-starter with strong work ethic who can work independently as well as within a team
- Excellent oral and written communication skills – able to interface with all levels of the organization
- Four-year degree preferred, may consider equivalent experience in lieu of degree

If you are interested in this opportunity please contact our partners Aerotek on 07422 077401 or EurPerkinelmer@aerotek.com