

## Procurement Specialist

In Norbrook we pride ourselves in being one of the top companies in Northern Ireland and one of the top veterinary pharmaceutical companies globally. We develop & manufacture veterinary medicines, supplying products to 120 countries globally. With a strong portfolio of existing products and significant investment in R&D to launch new products annually, we have opportunities for individuals to join us and develop their career in a global company.

Our business strategy is supported by our Values – Customer Value, One Team, Results Driven, Excellence, Innovation, and Quality – and we support our employees to live the behaviours that creates our culture. Our on-going success is based on the expertise, knowledge and innovation of our employees. If you are interested in joining our team here at Norbrook and supporting our vision, then apply for this role.

## Job Overview

The Procurement Specialist reporting to the API Category Manager, will work closely on developing Norbrook Procurement reporting across our key categories and ensure we maintain compliance to company protocols. The role will allow the person to develop a broad range of purchasing and business skills.

## Main Activities/Tasks

- Extract and utilise data to report against agreed set of departmental kpi's
- Support the Department Leadership in production of strategic communications to be shared cross functionally
- Liaison with new global suppliers for New Product Development Projects in line with the portfolio of development initiatives of Norbrook
- Assist with the process of Change Control for all second sourcing activity managing the day to day of these key project at preliminary stage
- Execute Purchase Orders as required to support the projects
- Monitoring supplier performance in the development process
- Work with the API Category Manager and Strategic Procurement Lead to develop reporting tools to best manage and report against sourcing strategy progress
- Attend regular progress meetings and represent the Purchasing Department with key stakeholders both internally across Norbrook functions and externally with suppliers
- Ongoing monitoring of the Global Pharma Procurement environment to ensure that trends are reported to ensure a proactive approach to sourcing activities including cost, price, supply chain impact.
- Assist the Head of Procurement to prepare Monthly Procurement KPI reporting, department dashboards and monitoring against targets
- Provide support to other areas within the Procurement function as required

**Essential Criteria:**

- Educated to Degree Level or equivalent
- Highly IT literate
- Evidence of excellent Organisational & Problem Solving Skills
- Evidence of ability to handle multiple tasks, comply with strict deadlines and have attention to detail

**Desirable Criteria:**

- Experience of Change Control, particularly TrackWise
- Project management experience

**Duration: Permanent**

**Location: Newry, Co. Down**

Benefits: Free Life Assurance, Company Pension Scheme, 30 days annual leave, Wedding Leave, Employee well-being initiatives, Healthcare plan, Company Sick Pay, Employee Assistance Programme, On-site free parking, Canteen Facilities, Employee Perks scheme, Discounted Car Insurance, Annual Employee raffle, employee recognition scheme, career development opportunities and much more

Norbrook Laboratories Limited employs a workforce with members of all sections of the community and is committed to appointing people purely on the basis of merit. In accordance with our equal opportunities policy we would particularly like to welcome applicants from the Protestant Community.