



Purchasing and Inventory Planning Specialist

Position / Title

Purchasing and Inventory Planning Specialist

Department / Area

Supply Chain

Reports to

Head of Supply Chain

Language

Ability to fully communicate using English and German

Primary Tasks and Responsibilities

- Prepare Purchase Orders: Prepare accurate and complete purchase orders for supplies, materials and raw goods based on ROP requirements. Work closely with the departments raising purchase requests, prepare the POs and get them approved.
- Inventory Analysis and Planning: Adjust Reorder point (ROP) and target inventory levels based on historical, input from Sales and against annual budget. Monitor inventory integrity, utilizing available reports and transactions to help validate daily performance. Provide root cause analysis for incorrect data.
- Coordinate Vendor Activities: Follow up with the vendors to check in on late or missing shipments. Prepare quotation requests.
- Reporting and Analysis: Prepare monthly management reports defining and evaluating problems and recommending solutions that have long term demand plan impacts.
- Maintain Purchase Records: Maintain detailed records of purchases, including quantities, shipping information, and costs associated with the purchase. Maintain the ERP data for vendor.

Skills / Competencies

- Attention to detail – clerical skills are key in this role, since purchasing, prepare orders and reports and ensure that information is correctly entered in the company's system
- Mathematics/Analytical skills – should possess good mathematical skills to ensure that their calculations are correct when determining costs and completing purchase orders
- Relationship management – because they support vendor relations and contracts, purchasing clerks should have strong relationship development and management skills
- Client service skills – client service skills are also important in this role, since the purchasing clerk needs to work with multiple departments to complete orders and maintain records
- Communication skills – purchasing clerks are effective verbal and written communicators, able to speak with and write to vendors, shipping companies, and internal personnel
- ERP system knowledge – Become a Subject Matter Expert (SME) in SAP ROP, Make-to-Stock and Procure-to-Pay modules.

Working conditions

40h/week full time.

Any specific skill requirements

- Bachelor's degree (e.g. in Supply Chain, Economics, Mathematics, Engineering)
- 2 years experience in demand planning or demonstrated ability to work statistical modeling in excel.
- Other analytical functions can also be taken into account
- ERP systems experience is preferred.
- Detailed knowledge and experiences in the current ISO 13485 is a plus.

For more enquiries, please contact:

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