

## Procurement Specialist

Inceptua is a specialty pharmaceutical company and a premium global service partner. Inceptua Pharma commercializes and markets orphan and specialty care products and have the expertise and capabilities to supply unlicensed medicines globally. Inceptua Services supports pharma and biotech companies with global clinical trial comparator sourcing, packaging and labelling solutions, pre-approval and medicines access programs and consulting.

Inceptua partners with life science companies of all sizes, drawing on over 20 years of industry experience, and has global operations with local offices across Europe, North America, and Asia.

We recognize that investing in talented people creates value for our customers, our employees, our suppliers, and the communities in which we live and work. Our success is based on the motivation, dedication and performance of our people. We strive to go the extra mile and achieve excellence in all our services.

We are hiring for the position of **Procurement Specialist, CTS** to be based in our offices in Berlin, for an immediate start.

You will report to the Director, Global Procurement, Clinical Trial Services and be responsible for the sourcing of products. You will work closely together with Inceptua's other procurement team representatives and support functions.

### **Responsibilities include, but are not limited to:**

- Operative sourcing of pharmaceuticals, medical devices and any authorized products that are required by our Sales
- Manage and answer all allocated RFQs and RFIs received from the line manager within the agreed timelines
- Support KAMs and AEs by providing accurate and fast feedbacks to their requests
- Answer sourcing requests received from abbreviated accounts' customers and raise sales quotations for these accounts in accordance to internal guidelines
- Adopt and strengthen the use of our ERP Dynamics D365 to track products, sourcing operations and maintain our suppliers' database
- Support PM Teams and ensure sustainable and best value supply chain is in place that can meet current and future business needs of the business
- Aid local quality manager in supplier qualification and onboarding
- Any and all projects proposed/requested by the management
- Share all relevant information, suppliers' contacts, overviews, analysis, meeting minutes and reports into the dedicated channels created into Microsoft Teams
- Execute the responsibilities according to lawful and ethical standards
- Work on joint projects with staff across the Inceptua Group

- Suggest improvements that benefit the Strategic Procurement department and the CTS business unit
- Contribute to company's continuous improvement by actively participating in tools such as CAPA's and Error/Issue Log
- Accomplish individual goals as per requirements determined by the line manager

**Your profile:**

- Ideally you have 1-2 years' proven experience within the Pharmaceutical industry or a Procurement role
- You are results-driven, you can work under pressure and meet tight deadlines
- You are experienced in working with international organizations and multi-cultural work environments
- You have a network of existing contacts, excellent networking skills, and you are capable to establish strong working relationships with different stakeholders
- You have the ability to prioritize in a changing landscape
- You are able to travel as needed to Inceptua's locations as well as clients' offices as required
- You are a proactive team player with excellent communication skills

This position is full-time, and we offer a competitive salary. We also offer a generous employee benefit package including attractive, central office locations, training courses, and a range of employee well-being perks.

Our company is home to employees from various backgrounds that speak a range of languages.

If you have a forward-thinking attitude and are ready to go the extra mile with us, we look forward to receiving your application.

Please send your application, including a covering letter, to

[recruitment@inceptua.com](mailto:recruitment@inceptua.com) (Attachments must be in PDF format)