

Procurement and Supply Chain Specialist

Job Description

Date Updated: October 10, 2023

Location: Estonia

Department: Sales and Marketing

Reports to: Project Manager

Job Status: Full Time

Job Summary:

Procurement and Supply Chain Specialist will be responsible for overseeing and managing all aspects of our company's procurement and supply chain operations, ensuring that our company has all the raw materials and products it needs to meet current and future demand. You will also be in charge of developing procurement strategies, maintaining supplier relationships and ensuring that products are acquired at the best possible cost and of the right quality.

Essential Responsibilities:

- **Procurement and Purchasing**
 - Source, negotiate and procure materials, chemicals, finished goods, tools and other supplies required for the research and development of products.
 - Develop and implement procurement strategies that ensure the most cost-effective purchasing decisions.
 - Maintain relationships with suppliers, ensuring regular performance reviews and seeking out new and emerging suppliers as needed.
 - Address any discrepancies between incoming shipments and invoices.
 - Managing and placing purchase orders.
- **Forecasting and Planning**
 - Analyze and forecast future product demands, ensuring that the supply chain can meet those demands.

- Work closely with the sales, marketing, laboratory and project management departments to ensure alignment of forecasts.
- **Supply Chain Management**
 - Oversee logistics, including storage, distribution and transportation of goods.
 - Coordinate and optimize the end-to-end supply chain, from supplier to final customer.
 - Implement effective inventory control strategies to reduce wastage and minimize costs.
 - Ensure that all regulatory compliance measures are met throughout the supply chain.
 - Making sure necessary licenses are obtained.
- **Relationship Management**
 - Establish and maintain strong relationships with internal stakeholders, suppliers and third-party logistics providers.
 - Handle and resolve any supply chain related issues or disruptions.
- **Continuous Improvement**
 - Analyze supply chain and procurement processes to identify areas for improvement.
 - Implement best practices and new technologies to optimize the efficiency of the supply chain.

Qualifications:

- Long term work experience in Supply Chain Management. Bachelor's degree in Supply Chain Management, Business or related field would be an added advantage.
- Proven experience in procurement and supply chain roles
- Strong analytical, problem-solving and organizational skills.
- Excellent negotiation skills with the ability to manage complex contracts.
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, PowerPoint, ERP systems and Microsoft Office Suite.
- Good written and oral communications in Estonian and in English.
- Ability to work collaboratively in a team environment.



This job description is not all-inclusive. It acts as a guideline and is subject to change over time.

Additional duties may be assigned based on business needs.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Signature

Date