

## 采购专员

### Job Description:

#### 岗位描述:

1. Support to establish purchase system , supplier evaluation and vender management system and SOP  
支持建立采购体系、供应商评估和自动售货机管理系统和 SOP
2. Responsible for daily purchasing of raw materials, consumable materials, packing and spare parts, etc.  
负责原材料、耗材、包装、备件等的日常采购工作
3. Submit purchasing requirements from different department, and follow up the status of purchasing orders, tracking and check the products, coordinate with related divisions, to ensure a smoothly project execution.  
提交各部门采购需求, 跟踪采购订单情况, 对产品进行跟踪检查, 与相关部门协调, 确保项目顺利执行。
4. Place purchasing order to suppliers and to make sure on time delivery to meet requirement for each divisions.  
向供应商下达采购订单, 确保按时交货, 满足各部门的要求
5. Ensure all purchasing order go through ERP system and accuracy.  
确保所有采购订单通过 ERP 系统并准确无误
6. Collect supplier invoices and related document and submit to finance for supplier payment.  
收集供应商发票和相关文件, 并提交给财务, 以便供应商付款
7. Regularly count the cost of purchasing orders, and to enable a reasonable expenditure control.  
定期核算采购订单成本, 合理控制支出
8. Collect product information, sourcing document as purchasing evidence.  
收集产品信息, 采购文件作为采购证据
9. Responsible for import, collect shipping document from supplier and support custom clearance issues  
负责进口业务, 收集进口信息及相关文件, 支持清关事宜
10. Monitor and improve supplier performance according to vender performance and monthly KPI matrix.  
根据供应商的表现和月度 KPI 矩阵来监控和改进供应商的表现
11. Work closely with other related department.  
与其他相关部门紧密合作

### Requirements:

#### 任职资格:

1. Possession of college diploma or equivalent, have chemistry, biology, pharmacy related background.  
大专以上学历, 具有化学、生物、药学相关背景
2. Minimum of 2- 3years related experience in sourcing , purchasing, supply china  
至少 2-3 年在中国采购、采购和供应方面的相关经验

3. **knowledge of drugs purchase practices and procedures in a regulated environment**  
了解医药行业采购流程及相关领域知识
4. **Knowledge of purchase practices and experience with ERP systems**  
有采购及 ERP 系统经验
5. **Be able to work independently, good team spirit.**  
能够独立工作， 较好的团队合作
6. **Be skillful at computer application including Microsoft office, Excel, word, PPT .etc.**  
熟练使用办公软件， Excel, word, PPT 等
7. **Familiarity with cGMP work environment**  
熟悉 cGMP 工作环境
8. **Bilingual, Chinese/English**  
双语,中文/英文