

SEPTODONT

Septodont is a leading manufacturer of dental pharmaceuticals and medical devices. The French-based company employs over 1,800 people globally. We have six manufacturing plants in France, India, North and South America, and an international distribution network that is dedicated to serving the needs of dental professionals in more than 150 countries. Our North American operations has facilities in Ontario, Montreal, and Pennsylvania. It also has Latin American operations with facilities in Brazil and Colombia.

The company has an opening at its sterile injectable manufacturing facility in Cambridge, Ontario for a Buyer.

BUYER

The **Buyer** is accountable to the Planning and Procurement Manager and is responsible to ensure the availability of materials required for production. The Buyer also assists in facilitation of projects relating to new products and for new or modified production processes and technologies.

Key Responsibilities include:

- Runs Material Requirement Planning (MRP), conduct analysis and place PO to meet company production plans and ensure inventory are maintained between agreed levels.
- Creates purchase requisitions for approval process.
- Maintains ERP System updates.
- Monitors material arrival and quality disposition to ensure that all production operations achieve appropriate scheduling Manage MSDS for all materials purchased.
- Acts as a backup to organize and manage waste removal.
- Assists in coordination and execution of special projects for the implementation of new or revised production processes and / or technologies.
- Initiates the reject materials process in the ERP System.
- Participates in revision of departmental SOPs and other GMP documents Prepare quality system documents including Change Control Request's, and other relevant documentation as outlined in the Quality Assurance Program.
- Maintains a high degree of cooperation with other departments and participates in cross-departmental activities.
- Generates monthly reports for forecast orders for each of the main suppliers.
- Acts as a backup for the placing of POs for the Technical Buyer.
- Follows GMP and regulatory requirements, and ensures quality standards are met.
- Observes and supports all safety guidelines and regulations.
- Demonstrates the Company Mission, Vision and Values Statements, policies, and current standard business practices.
- Performs other related duties as required.

QUALIFICATIONS:

EDUCATION:

- Degree in Business or related discipline
- Post graduate diploma in Purchasing and Inventory Management, APICS certification is an asset.

EXPERIENCE:

- 3 years of work experience in a similar role. Experience in Pharmaceutical, food, or cosmetic industry experience is an asset.
- Demonstrated customer service focus with strong business acumen.
- Strong analytical skills with the ability to problem solve and achieve results.
- Efficient communication skills (verbal and written).
- Effective interpersonal skills with the ability to collaborate and work in cross-functional teams.
- Experience using ERP programs and proficiency in MS Office Suite applications with advanced knowledge of Excel and Word.
- Self-directed, with the ability to prioritize and to work with limited supervision.
- Strong organizational and time management skills with the ability to execute highly complex or specialized projects.
- Ability to challenge status quo and adapt precedent from traditional approaches to develop solutions.

What we offer:

- Excellent compensation/benefits package.
- Bonus and reward programs
- Discounted gym memberships
- Programs supporting work life balance
- Employee recognition program
- Professional and personal development programs
- Social events and spirit days

We are committed to diversity and inclusion, and thank all applicants in advance; however, we will be corresponding only with those selected for an interview.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to providing an inclusive and barrier free recruitment and selection process.

Recruitment Fraud – please be aware of recruitment fraud. Septodont will never ask for banking information, money or any personal information up front. We will only respond to official applications submitted through our careers site. In addition, we will only use official corporate e-mail addresses (septodont.com or novocolpharma.com) to communicate with applicants. Should you be contacted without submitting an application, please delete the message and advise your e-mail provider.

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