



Novocol Pharma is a global leader in providing integrated turnkey cartridge manufacturing and innovative drug delivery solutions to help biopharma customers bring their drug products from development to patient.

With over 40 years of experience, our team of 400 employees and modern facilities, located in Cambridge, Ontario provide a personalized and responsive contract development manufacturing experience. We are focused on serving our strategic partners with quality, integrity, and value.

Our employees are our number one asset! We offer developmental opportunities, excellent compensation and benefit programs, discounted gym memberships, work/life balance programs, employee recognition, social events and spirit days.

We are a proud member of the Septodont group of companies. Septodont is a pharmaceutical and medical device company which is a world leader in dental pain management. The group counts over 1800 employees worldwide and has remained a 100% family owned company for over 85 years.

Join our team as a **Procurement and Planning Manager!**

The Procurement & Planning Manager is accountable to the Supply Chain Director for the procurement, planning functions as well as associated master data at Septodont Cambridge. The scope of this position includes leadership and oversight of all aspects of purchasing, short and long range planning, and production resource scheduling. The scope of responsibility includes all third party or affiliate company produced dental products sold in the Canadian market as well as dental anesthetics and pharmaceuticals made at the Cambridge facility.

Key responsibilities include:

- Lead purchasing and planning groups and oversee daily operations of the procurement and planning functions and serve as the hands-on leader that understands and performs the daily tactical and strategic functions
- Contributing to the planning and execution of the overall supply chain strategy
- Proactively identify key risks to future supply chain needs and propose and drive the necessary changes to address them.
- Establish and execute a monthly supply plan and an inventory management strategy for anesthetics and pharmaceuticals to balance the manufacturing capacity with customer demand, inventory targets, and project timelines.
- Establish and execute a monthly procurement plan and inventory management strategy for purchased products including pain control, materials, therapeutics and operating supplies.
- Support the Septodont global purchasing committee process including forecasting, planning, inventory management and supplier management.
- Negotiate supply agreements, contracts and terms as well as build these skills amongst team members.
- Work closely with various business functions to ensure proper selection, evaluation and acquisition of all materials while also mitigating critical situations as they arise with the supplier base.
- Manage an efficient flow of goods to ensure optimum production.



- Develop and drive operational excellence / continuous improvement.
- Actively develop and manage supplier performance using key performance indicators and scorecard development, business reviews and effective contract change/dispute management process
- Collaborate with business owners to develop accurate scopes of work, including gathering product and service specifications; implement supplier management programs to ensure continuous improvement and monitoring.
- Provide training and day-to-day support on procurement systems, policy and processes for business unit and/or corporate staff involved in purchasing activities.
- Establish, measure and report supply chain metrics including schedule adherence and readiness, backorder dollars/boxes, finished goods and raw materials inventory turns.
- Organize staff training, development, and performance reviews.
- Comply with all GMPs, SOPs and company policies.
- Collaborate effectively with Sales, Operations, and Customer Service Teams
- Perform other related duties as required.

Education:

- University degree in a related field, including commerce, business administration, supply chain or engineering.

Experience:

- Minimum 5 years of direct work experience in procurement and supply chain management roles in a manufacturing environment.
- Minimum 3 years of supervisory experience preferred.
- Experience in a Pharmaceutical, Beverage, Consumer Product or Food Packaging Environment is considered an asset.
- Demonstrated success in improving organizational performance by developing and promoting talent and providing learning and career growth opportunities for team.
- Experience supporting internal manufacturing operations.
- Direct working knowledge of operations, negotiations, inventory control, and sales & operations planning.
- APICS certification preferred.
- Strong knowledge of ERP systems.
- Advanced MS Excel skills as well as experience with other Microsoft Office products including PowerPoint and Power BI.
- Excellent interpersonal and communication skills.
- Excellent analytical, negotiation and problem solving skills.
- Strong customer service orientation.

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.

Please visit our careers site to apply:



[SEPTODONT - Procurement and Planning Manager \(talent-soft.com\)](https://www.talent-soft.com)