

Qualification: M.Sc. Chemistry / B. Tech Chemical Engineering

Experience: 8 to 10 yrs

Job description for API Sourcing & Procurement:

- Global Sourcing of API's and Excipients for R&D to commercial production of Regulatory & Non regulatory markets
- Must be capable of identifying the sources with all regulatory approvals / Accreditations
- Alternate Vendor Development for API's & Excipients in order to meet the continuous demand for production of dosage forms, to reduce the cost of the product and to improve the Quality of the product.
- To arrange Samples, Vendor Questionnaire docs & DMF required for Vendor Qualification
- To arrange Onsite Facility Audits for Vendor approval
- Co- ordination with R&D, QA, QC & Marketing for the approval of Product Specifications and Vendor Development.
- To arrange Confidentiality, Quality & supply agreements from all API vendors
- To arrange the documents from Manufacturer required for Dossier preparations and product registrations in different markets
- Must have knowledge of Customs, Excise & DGFT formalities
- Must have knowledge on Patents & Intellectual Property
- Must have knowledge on SAP MM Module
- Scouting for new projects, project conceptualization, and project initiation

- Floating enquiries to the approved sources, receiving quotations, Analysing the quotations,
- Negotiating price and terms of products with supplier, Prepare the comparative statement/ Purchase approval proposal and get the approval from HOD
- Create the Purchase order and send to the vendor for procurement process after releasing
- Understanding the current market dynamics & trends and must keep an eye on present market situations and prices
- Checking pre-shipment COA, draft shipping documents and responsible for delivery expediting & handling of shipping / dispatch documents
- Co-ordinate with Stores / Accounts teams for posting GR & Invoices.