

Symeres is the leading mid-sized transatlantic contract research organization for drug discovery and development needs. With over 700 highly educated scientists and professionals in six locations in Europe and two in the USA, we offer best-in-class solutions for drug discovery and drug development, from small- to medium-sized molecule hits. We are large enough to matter, and small enough to care. Our services span across early stage hit finding all the way to the delivery of your early clinical drug substance API. Making molecules matter. Together.

For our Weert location, we are currently looking for a skilled and enthusiastic

## Senior Purchase Assistant

### Full-time

The Senior Purchase Assistant is responsible for verifying and placing orders on behalf of the company. They are primarily responsible for purchasing and negotiating the purchase of manufacturing and nonmanufacturing materials, equipment, and supplies from vendors. They provide costs and lead times to the various departments and maintain contact with the vendors that supply Symeres Weert. The role reports to the Team Leader Supply Chain.

#### In this role, you will

- Examine, select, and process approved requisitions in the ERP system. Update ERP purchase orders with supplier confirmations and notify end-users of any delays or errors in the information. Scan the supplier confirmations and attach them to associated purchase order documents in the ERP system. Maintain the article numbers in the ERP system.
- Communicate to suppliers clearly and concisely all expectations for the purchased goods, including part numbers, delivery times, and payment terms. Communicate potential or current order problems with end-users and offer possible solutions.
- Process phone, fax, or web-based orders.
- Ensure competent quality execution of all regular purchasing duties and administrative works.
- Maintain complete updated purchasing records/data and pricing in the system.
- Coordinate with user departments and suppliers in the purchasing scope of work for projects.
- Source new parts and supplies when the need arises.
- With respect to the status of purchase orders, take care of checking, assessing, and processing order confirmations and take action in case of deviations.
- Support shipments and rush shipments with preferred transporters.
- Support the shipping process (EU and non-EU). Draft shipping documents, such as internal forms and forms for EU and non-EU shipments.

#### Qualifications

- Completed at least MBO education.
- Good knowledge of Microsoft Excel, Word, and ERP.
- Web-based procurement knowledge is a must, with general knowledge of inventory practices.

- Must be aware of the relevant procedures for your function in terms of quality, safety, health, and the environment.
- Hold a security officer airfreight (BML) certificate.
- Excellent oral and written communication skills.
- Good organizational skills.
- Ability to solve order/delivery issues.
- Good average data entry skills with attention to detail.
- Ability to multitask.

### **Job offer**

An exciting position in a dynamic fast-growing organization with an attractive remuneration package and opportunities for learning and development.

### **Application**

Please send an email with your CV and motivation letter to our corporate recruiter, Bhumika Chawla, via: [Bhumika.Chawla@Symeres.com](mailto:Bhumika.Chawla@Symeres.com). For questions about the vacancy, please contact Bhumika Chawla (Corporate Recruiter) by phone: 06 29356156.

More information about the Symeres organization can be found on our website: [www.symeres.com](http://www.symeres.com).

***Acquisition based on this advertisement is not appreciated***