



Patheon is a leading global provider of contract drug manufacturing and development services to pharmaceutical and biotechnology companies. Exclusively focused on outsourcing, Patheon provides complete and fully integrated solutions for our clients, from dosage form development through to commercial manufacturing and packaging. Our contract Pharmaceutical Development Services (PDS) offer formulation and analytical development, clinical trial material manufacturing and scale-up services for new drugs being developed for the marketplace. Our Commercial Operations manufacture a wide variety of products to client specifications. With world-class facilities and expertise, and an unwavering focus on service quality, Patheon is uniquely positioned to serve as the pharmaceutical industry's preferred global partner. Patheon Inc.'s core values are founded in integrity, respect and excellence. Patheon TRO is a dynamic and diverse client-focused site offering you the opportunity to work on a variety of projects and products.

We currently have an opening for a Buyer in a ONE YEAR fixed contract capacity.

Duties & Responsibilities (may include the following but are not limited to):

- Purchase materials in accordance with established policies and procedures to support manufacturing requirements.
- Ensure materials are acquired to successfully meet each Patheon site requirement in a timely fashion and at or below established quoted price with consideration given to inventory policies.
- Prepare material quotations for future business opportunities.
- Ensure materials are acquired from approved sources.
- Ensure 'Approved Supplier Listing' is updated and maintained with new and revised information.
- Communicate and explain price deviations from quote pricing.
- Review and negotiate price increases with vendors prior to change for the assigned commodities.
- Ensure that all purchasing issues are communicated to the appropriate organization contacts.
- Develop landed and standard costs for the annual Standard Costing review.
- Seek opportunities to negotiate price decreases and identify and quantify opportunities for cost savings (materials, freight, etc).
- Develop and maintain positive vendor relationships by accompanying Compliance on vendor audits, ensuring vendor agreement of Patheon purchasing specification, addressing and resolving issues in a timely, professional manner.
- Evaluate and recommend changes to procedure and policies to increase purchasing effectiveness
- Provide support, as required, to the Materials Management team.
- May be essential to perform alternating or rotating shift work (as required).

Qualifications:

- College diploma in Business Administration or related discipline

- Minimum 5 years of purchasing experience in related field within a manufacturing / pharmaceutical environment
- Level III of the Purchasing Management Association of Canada (PMAC) Professional Development Program
- Computer literate (automated Material Requirements Planning system, Microsoft Word and Excel etc)
- Must be well-organized and able to work independently with minimal supervision
- Detail oriented, able to prioritize multiple tasks
- Strong interpersonal and communication skills (both oral and written)
- Demonstrated commitment to our fundamental principles of Integrity, Respect and Excellence
- Proficiency with the English language

To apply to this position, please email tro.hr@patheon.com quoting the position title and reference number as the subject line.

A criminal Record Search will be required of the identified candidate, to verify the absence of a criminal record for which a pardon has not been granted.

Patheon Inc. is an equal opportunity employer and is committed to the principle of diversity and is particularly interested in receiving applications from a broad spectrum of people. While we thank all applicants for their interest but only those applicants selected for an interview will be contacted. No agencies please.

A detailed job profile will be provided to candidates at the interview stage.

To learn more about Patheon Inc., please visit: <http://www.patheon.com>