

# Senior Buyer \* (Instrument Operations Network) - Roche Mannheim

(1423)

📍 Standort: Mannheim 📄 Anstellungsart(en): Vollzeit

Through Franz & Wach we offer you an opportunity to join **Roche Diagnostics GmbH** in **Penzberg**.

## We OFFER:

- Best salary, because we get the maximum out of it for you
- Contact at eye level - you are important to us! Your satisfaction is important to us
- We respond to your wishes and plan your future together. The focus is always on your takeover
- We are specialized in the pharmaceutical industry and complete biotechnological training courses for this purpose.
- We know the decision makers\* through our years of experience in the pharmaceutical industry
- We gained hundreds of recommendations from our former employees\* who are now directly employed by Roche.
- From helper\*, Career changer\* to doctor\* - We are the right place for you!

## Your tasks:

### Operational Buying:

- Order Handling: Process purchase requisitions, issue purchase orders for global suppliers, track deliveries and resolve order-related issues
- Invoice Verification and Approval: Review invoices for accuracy , resolve discrepancies and ensure timely processing to avoid payment delays

### Additional operational Buying Tasks:

- Supplier Forecasting:
- Manage supplier forecasts, anticipate production plan changes, and implement actions to ensure material availability
- Monitor changes in production schedules for your local site, ensure proactive management across the product life cycle and define actions for the whole local team

### Data Maintenance and Reporting:

- Responsible for generating reports on orders, supplier performance, and inventory status, while
- defining standardized reports for seamless handover to the team (training)
- Improve existing tools, KPIs, and dashboards, while driving the development of future solutions to enhance procurement and supply chain efficiency
- Act as the main key user and interface to IT, ensuring optimal tool functionality and continuous system improvements

### Ensure Material Availability:

- Delivery Monitoring & Escalation:
- Ensure material availability by proactively managing and mitigating supplier-related risks, while supporting team colleagues in complex supplier situations.
- Initiate and lead escalation calls with suppliers and Procurement, identifying risks and implementing mitigation actions.
- Drive escalations to Procurement, acting as the main contact for the local team and cross-site suppliers to

ensure supplier capacity planning and correct prioritization in alignment with ION production network priorities, ensuring timely issue resolution.

- Manage complex risks in a VUCA world (Volatility, Uncertainty, Complexity, Ambiguity) related to raw material shortages, political factors, environmental catastrophes (as identified by the Procurement risk management team via the Sierra Tool), and provide relevant information to the risk management team.
- Oversee corrective actions to prevent supply disruptions across sites while driving improvements in supplier performance.

#### Supplier Management & Collaboration:

- Lead supplier collaboration projects to implement and extend Supply Collaboration Concepts (e.g. VMI, PO Collab) to improve efficiency
- Drive process improvements and implement concepts to ensure close integration to procurement to ensure a long-term and reliable supplier base and participate in the decision-making process for supplier selection.
- Develop Data-based information flow to suppliers (e.g. Supplier Adherence) and procurement to ensure supplier performance improvements action will be implemented support in supplier capacity planning, supporting activities across the production lifecycle. Contribute valuable input

#### Project task up to 80%:

- Act as Deputy to the Sub-Chapter Lead or Sub-Chapter Site Lead.
- Lead cross-site and cross-departmental projects.
- Contribute to and participate in Task Forces.
- Support New Product Introduction (NPI)
- Develop and execute sourcing strategies for the ION Network, including transportation cost vs. inventory, packaging optimization, reusable packaging, extending VMI (Vendor Managed Inventory), and volume bundling.

#### For all employees:

- Permanently optimize processes to increase quality and efficiency standards.

### **The requirements:**

- Completed bachelor's or Master`s degree in business administration, economics or related fields
- At least 2 years of relevant professional experience (in case of a subject-specific degree program) or more than 4 years of relevant professional experience in case of a different master's degree
- Fluent spoken and written German and English
- Specialized knowledge in Transportation Management, Logistics or Procurement
- Independent work in areas such as Procurement, Administration, Finance
- Autonomous processing of complete work packages and projects
- Ability to conceptualize, design and hold presentations independently
- Assumption of control activities in the matrix environment
- Confident demeanor in collaboration with global functions and senior management
- Very good analytical skills

\* Franz & Wach is a signatory of the Diversity Charter. This job advertisement is basically addressed to people of any gender or age, any origin, orientation or identity!

**Franz & Wach Personalservice GmbH**

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[Impressum](#)