

## JOB DESCRIPTION

**Job Title:** Procurement Specialist – Medical Devices

**Reports To:** Purchasing Manager

**Job Type:** Full-time

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### Job Summary:

We are seeking an experienced and detail-oriented Procurement Specialist to join our procurement team within the medical device industry. The ideal candidate will have a strong background in MRP-based purchasing, supplier development, and cross-functional collaboration. This role plays a key part in ensuring the quality, cost-effectiveness, and timely availability of components and materials critical to our medical products, all while adhering to strict regulatory and quality standards.

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### Role Responsibilities:

- Assist with managing product end-of-life transitions, including sourcing alternatives and coordinating with engineering and quality to ensure continuity of supply. Identify and mitigate supply chain risks, including proactive planning for product discontinuation, obsolescence, and long lead-time components.
- Assess product risks, evaluate and qualify alternative suppliers and manufacturing sources to support second-source initiatives and reduce supply chain risk.
- Track and evaluate supplier performance against defined KPIs relating to delivery, quality, cost and risk. Whilst also supporting the audit and review processes as required.
- Analyse supplier quality and performance data to uncover trends, risks.
- Create supplier dashboards and reports for cross-functional teams and leadership.
- Facilitate training initiatives across the business, engage with suppliers and the business on initiatives that reinforce joint development and continuous improvement.
- Develop long-term partnerships with suppliers while ensuring compliance with regulatory standards such as ISO 9001, 13485 and 14001.
- Lead, drive, and develop supplier relationship programs, incorporating quarterly business reviews (QBRs).
- Collaborate with the Quality and Regulatory teams to manage supplier non-conformances, address rejections, and maintain robust supplier quality documentation.
- Ensure supplier contracts, NDAs and ISO accreditations are established and periodically reviewed in coordination with Legal.
- Support end-to-end coordination with Sales and Engineering on new product introductions (NPIs), working alongside these teams to source compliant materials and components for new business opportunities.
- Go beyond just price negotiation, looking at Total Cost of Ownership (TCO), lifecycle cost analysis, and delivering measurable procurement savings year-on-year.

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- Work closely with internal teams to cost complex projects by analysing Bills of Materials (BOMs), obtaining supplier quotes, and providing accurate cost breakdowns to support quoting and pricing strategies.
- Ensure materials are procured to meet customer expectations, with a focus on regulatory compliance, cost control, accurate documentation, and dependable lead times.
- Stay informed of market trends and regulatory changes that may affect supply chain strategy and product compliance.
- Implement and manage ESG supplier development plans for improved performance, reliability, and sustainability.
- Work closely with Engineering, Sales, Procurement, Quality Assurance R&D, to ensure alignment on supplier initiatives.

### **Qualifications and Experience:**

- Experience with New Product Introduction (NPI) sourcing and supplier qualification.
- Knowledge of risk management, product lifecycle planning, and cost analysis in the medical supply chain.
- Proven experience as a Senior Buyer or Procurement Specialist in the medical device or healthcare manufacturing industry.
- In-depth knowledge of MRP systems, procurement best practices, and supply chain processes in a regulated environment.
- Familiarity with ISO 9001, ISO 13485, FDA, and other relevant standards.
- Strong supplier management and negotiation skills.
- Demonstrated ability to analyse BOMs and provide accurate costings for complex, multi-component projects.
- Experience working cross-functionally with Sales, Engineering, Regulatory, and Quality Assurance teams.
- Proficient in Microsoft Office and ERP/MRP systems. (SAP)
- Strong attention to detail, analytical skills, and the ability to manage multiple priorities.

### **Preferred Certifications:**

- CIPS certification or equivalent procurement qualification.