

Selectchemie AG, Zurich, Switzerland

Work place: Zurich or partially remote or at one of our European locations

Manager FDF Supply & Planning (100%)

About Selectchemie AG (www.selectchemie.com)

Selectchemie AG is an independent Swiss company and since 1969 a first class distributor and service provider for the global Pharma and Swiss Nutrition industries. As exclusive distributor for leading suppliers of raw materials, APIs and excipients, complemented with our offering of boutique generic finished drug forms (FDF), we add value to our customers based not only on our products, but also with regulatory, quality, technical and supply chain services.

Join our team

Main target is to plan and coordinate Production of FDF (Finished Dosage Forms for pharmaceutical use) at several CMOs and to assure sufficient stock of especially API for manufacturing by ordering in-time required materials and instruct transport to CMOs. Being responsible to maintain customer forecast and control inventories, he will assure availability of required manufacturing capacities ie quantities of all material needed and FDF Bulk Product.

Your tasks and responsibilities

Bulk Production at CMOs

- First point of contact for bulk manufacturing and material requirement incl. forecasting, planning, ordering and monitoring
- Allocate Bulk Quantities to Customer Order for Finished Product Manufacturing
- Transport of Bulk Product to CMO's under GDP for secondary packaging
- Periodic Inventory Control with alignment between internal ERP stock and inventory at CMOs
- Communication with CMO's for Planning Update in regular calls and meetings
- Compile Sales Forecasts, provided by Customer Service, into 24 month forecasting/planning and exchange with CMOs including monthly rolling forecast
- Control ordered bulk for timely release and use, maintain data incl. yield and material use in ERP system and update OTIF KPI

Suppliers for Materials

- Communication of forecasted demand to all Supplier in agreed on procedure
- Order required material, instruct and monitor transport especially of APIs with qualified forwarder under GDP to CMOs and book all transaction in ERP
- Order API trial quantities for development and organize shipment
- Order samples and analytical standards and ship to CMOs, CDMOs, customer or authorities at request
- Order material being used for bulk manufacturing at request and in coordination with Project Manager and/or CMOs and organize shipment
- Control all warehousing activities for those transactions

Your profile

Required qualifications

- Degree in Logistics or Supply Chain
- Several years working experience in industry, preferably pharmaceutical industry and/or working with CMO
- Flexibility to work in a global cross cultural work environment and can work independently as well as in a team
- Fluent verbal and written English and German. Each further language of advantage
- Experience in working with ERP and Microsoft Office Package

Desired qualifications (nice to have)

- Experience in working in a GDP/GMP environment is of advantage
- Knowledge of regulatory requirements for API's as well as FDF's
- Good knowledge about registration dossier structure, ways of submission and getting MA's
- Basic knowledge of intellectual property rights (IP)
- Experience in Finished Dosage Manufacturing
- Experience in Dynamics Office 365
- Experience in transport, shipments and customs clearance

What's in for you?

- Entrepreneurial position in a dynamic globally acting team
- Your input is key and your part of creating our future success
- Intense cooperation with colleagues and across the entire hierarchy within Selectchemie
- Intense cooperation with C(D)MOs, customers/licensees on a global basis
- Short decision processes
- Attractive compensation package and possibility of remote work by not exceeding 40% of working time

We're pleased to receive your complete application via: jobs@selectchemie.com