

Lonza

Operational Buyer – CAPEX

Job Description Summary

Today, Lonza is a global leader in life sciences operating across three continents. While Lonza works in science, there's no magic formula to how he does it. Their greatest scientific solution is talented people working together, devising ideas that help businesses to help people. In exchange, we let our people own their careers. Their ideas, big and small, genuinely improve the world. And that's the kind of work we want to be part of.

For **Lonza AG Randstad (Switzerland) AG** is looking for an **Operational Buyer 100%**. This position is temporary and for 12 months.

Every day, Lonza's products and services have a positive impact on millions of people. For us, this is not only a great privilege, but also a great responsibility. How we achieve our business results is just as important as the achievements themselves. At Lonza, we respect and protect our people and our environment. Any success we achieve is no success at all if not achieved ethically.

People come to Lonza for the challenge and creativity of solving complex problems and developing new ideas in life sciences. In return, we offer the satisfaction that comes with improving lives all around the world. The satisfaction that comes with making a meaningful difference.

Job description:

- Review and validate Purchase Requisition for indirect products/services & CAPEX (where relevant) for several sites
- Lead competitive bid process (per applicable policy) and/or execute RFx market interventions
- Lead supplier negotiations for low value contracts with supplier
- Ensure contracts and Purchase orders are assigned to relevant preferred suppliers (if possible)
- Place Purchase Orders, obtain order confirmations and expedite orders to ensure on-time delivery for several sites
- Maintain relevant data fields in SAP (e.g. delivery dates and supplier order confirmations)
- Manage non-conformance, rejections & returns with suppliers and Quality Assurance and Quality Control
- Monitor & track supplier performance and raise issues with strategic buyers and/or category managers
- Drive and support the use of e-catalogue (Ariba) and other approved buying channels which generate automation
- Train new joiners and junior colleagues
- Supervise more junior colleagues in the team
- Respond to AP enquiries
- Perform other duties as assigned

key requirements:

- MSc, Diploma or PhD in Business, Economics, Engineering, Procurement or Supply Chain
- Experience and knowledge of both Operational Procurement and Purchasing of indirect goods/services and CAPEX (e.g. Purchase Requisition to Purchase Order Process)
- English on a high level, written and spoken is mandatory, German will be an advantage
- Customer service mindset and ability to manage several priorities simultaneously
- Positive attitude with a willingness to learn new skill sets
- Experience of managing suppliers and carrying out low value negotiations
- Able to persuade and influence suppliers to achieve best outcome for Lonza
- Hands on experience of using SAP ERP and SAP Ariba in a purchasing/procurement role