

Procurement Assistant (Part-time, 20 hour working week)

PPD is a leading global contract research organization providing comprehensive, integrated drug development, laboratory and lifecycle management services. Our clients and partners include pharmaceutical, biotechnology, medical device, academic and government organizations. With offices in 46 countries and approximately 23,000 professionals worldwide, PPD applies innovative technologies, therapeutic expertise and a firm commitment to quality to help clients and partners bend the cost and time curve of drug development and optimize value in delivering life-changing therapies to improve health.

We have an opportunity for you - join our team of global professionals as a:

Procurement Assistant (Part-time, 20 hour working week)

This is an opportunity to become a part of our Procurement Department based in Sofia, Bulgaria. You will be a member of a global team responsible for purchase of supplies, equipment, services, and materials while monitoring for conformance to company policy. This is also a tactical position that will investigate discrepancies between Purchasing, Receiving, and Accounts Payable.

Responsibilities include but are not limited to:

- Managing the incoming requisition workflow and placing orders for supplies, equipment, services and materials;
- Expediting deliveries and maintaining accurate supporting documentation;
- Investigating paper work and system report discrepancies;
- Monitoring purchasing status reports and, maintaining purchasing files.

The successful candidate will have University degree in a related field (Business, Finance, Economics, Logistics or similar), previous experience that provides the knowledge, skills, and abilities to perform the job (comparable to 0 to 1 year) or equivalent combination of education, training, & experience will be considered as a plus.

We would also expect:

- Good written and oral communication skills;
- Excellent communication (written and verbal) skills in English;
- Knowledge of Microsoft office suite – especially excel;
- Previous experience with ERP systems;
- Flexibility and attention to details.

How to apply:

Please send your CV in English to Iva.Hristova@ppdi.com.

Only short-listed candidates will be contacted.

PPD is an equal opportunities employer.