

## JOB DESCRIPTION



<b>Position Title: Sr. Procurement Mgr.</b>	<b>Grade</b>
<b>Department: Purchasing / Supply Chain</b>	<b>FLSA Status: HR to Complete</b>
<b>Reports To: Supply Chain Director</b>	<b>Location: Wilmington</b>

### POSITION SUMMARY

This position is responsible for managing the process and personnel engaged in daily and weekly procurement activities at the Wilmington Site. This individual will implement a strong procurement strategy within the group and ensure that all team goals are met while developing talent. This individual will author and manage procurement plans and strategic sourcing initiatives across the organization.

This individual will also improve current procure-to-pay processes to deliver more efficient spend and to reduce end user wait time for implementing critical improvements in their functions. This individual will also build productive relationships with Finance and Legal to deliver value and mitigate risk for Alkermes.

### MAJOR RESPONSIBILITIES

<b>Major Responsibility</b>	<b>Percentage of time spent on each responsibility</b>
<b>List the primary job duties for the role</b>	<b>Estimate a percentage of time spent on each activity (Must add to 100%)</b>
Develop systems and procedures for more efficient procure to pay results	25%
Lead cross functional CI initiatives and sourcing strategies to deliver cost savings	25%
Re-design / improve the procurement organization and develop the necessary talent	15%
Conduct analysis of material usage and spend. Support vendor management activities. Identify initiatives and projects to reduce vendor non-conformance events.	20%
Ensure that CAPEX and service contracts are fit for purpose, are aligned with business objectives/strategy, are cost effective, and delivered on time.	15%

### QUALIFICATIONS

- Excellent written and verbal communication, strong presentation style, proven leadership record, sound decision making skills, and have the aptitude to work independently to set and meet key deliverables and objectives.
- Demonstrated knowledge of the end to end procure-to-pay process, sourcing, negotiation, sound analytical/strategic-thinking abilities, dispute resolution, purchasing best practices, legal aspects of purchasing, and financial analysis with clear measurable results of the corporate value derived from such efforts. Clear demonstration of effective personnel management.

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- Experience with SAP required.
- Perform all duties in a manner which exceeds all ethical standards for the profession



## **EDUCATION AND EXPERIENCE**

- A successful candidate must demonstrate key business results in a procurement leadership role in a dynamic organization.
- Bachelor's degree
- 5-10 years of experience in procurement leadership and management roles.
- CPM certification and/or active participation in a related professional organization is a plus.

## **WORKING CONDITIONS**

- Travel required at 15-20%

## **PHYSICAL REQUIREMENTS**

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Alkermes, Inc. is an equal employment opportunity employer and does not discriminate against any applicant because of race, creed, color, age, national origin, ancestry, religion, gender, sexual orientation, disability, genetic information, veteran status, military status, application for military service or any other class protected by state or federal law.