



Aspen Pharmacare Canada Inc.

Aspen Pharmacare Canada Incorporated
 111 Queen Street East, South Building, Suite 450
 Toronto, Ontario, M5C 1S2
 Fax +647-256-3501 www.aspenpharma.ca

JOB POSTING

Aspen Holdings - one of the largest pharmaceutical companies in the southern hemisphere. With a 160-year heritage, Aspen is a global specialty and branded multinational pharmaceutical company with a presence in both emerging and developed markets. Have approximately 9 800 employees at 71 established offices in over 50 countries and we improve the health of patients in more than 150 countries through our high quality, affordable products. Please visit www.aspenpharma.com for more information.

Aspen Canada - a branch of Aspen Holdings, was founded in 2014 to offer the Aspen Group's expanding portfolio of pharmaceutical and consumer healthcare products to Canadians. Please visit www.aspenpharma.ca for more information.

Aspen Canada currently has an opening for the following position:

Position	Supply Chain Associate
Reports To	Operations Director
Responsibilities	<p>The tasks and responsibilities include:</p> <p><u>Supply Chain</u></p> <ul style="list-style-type: none"> • Support supply chain related projects and initiatives with the aim of driving internal and external customer satisfaction. • Raise purchase orders to relevant manufacturing sites during the monthly demand planning cycle. • Liaise with global manufacturing sites for order deletions, expedite requests or changes in quantities. • Maintain the Health Canada - Drug Shortage Database with anticipated supply issues • Raise distribution complaints with Aspen global for temperature excursions, damages, and short shipments. Follow up for replacement and CAPA implementation. <p><u>Third Party Logistics (3PL)</u></p> <ul style="list-style-type: none"> • Liaise with customer service team to ensure on time and in full deliveries to customers • Coordinate with freight forwarders and warehousing staff for shipping documentation requirements • Manage on-time product quality releases and maintain Item Release Tracker • Organise international shipments by preparing documents for customs, coordinating with freight forwarder for quotes and order preparation at 3PL

	<ul style="list-style-type: none"> • Monitor and action the customer service inbox as required with relevant stakeholders • Maintain LSP invoice tracker and monitor expenses against budget on monthly basis. • Support on reverse logistics of expired returns to warehouse and review credit issuances based on contracts, provincial pricing, or inadequate inventory practices <p><u>System Integration</u></p> <ul style="list-style-type: none"> • Manage master data on SAP system for finished products and perform regular updates to align with global standards. • Perform User Acceptance Testing for new system upgrades and launches as required. • Monitor and resolve IDOC errors with LSP and customer interfaces. Liaise with IT as required to resolve issues within month end deadlines. <p><u>Reports & Analytics</u></p> <ul style="list-style-type: none"> • Maintain and report key Operations KPIs for business reviews • Coordinate with relevant stakeholders, prepare reports and presentations for monthly reviews with executives • Analyze and report sales and inventory data from key wholesalers to generate process efficiencies <p><u>Trade Relations</u></p> <ul style="list-style-type: none"> • Handle customer inquiries about order status, changes, short-dated supply, and cancellations • Manage supplier communications with key updates to industry from Aspen. Maintain an up-to-date master contact list. • Provide key customers with inventory reports on a weekly/monthly basis
Authority	<ul style="list-style-type: none"> • The authority and resources required to fulfil the responsibilities of the Supply Chain Associate will be provided by management. This includes: • Authority to approve or deny credits to customers for returns • Authority to reject customer order below minimum order amount \$300 • Authority to deny deductions from wholesalers that don't meet Aspen policy
Required Qualifications	<ul style="list-style-type: none"> • University degree or college diploma in business or Supply Chain & Operations. • At least 3 years' experience within the pharmaceutical or FMCG industry supporting end to end planning of finished goods inventory and manufacturing processes • Experience using SAP Material Management, Logistics and Master Data modules • Proficient in using MS Office Suite and Excel
Required Career Experience	<ul style="list-style-type: none"> • Good understanding manufacturing, customer service and third-party logistics • Familiar with financial transactions as they relate to inventory movements, sales & return of products • Prides self in building collaborative business partnerships with internal and external stakeholders



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If you are interested in this position, please send your cover letter and resume to careers@aspenpharma.ca . Specify **Supply Chain Associate** in the subject line of your email and your cover letter.

We thank you for your interest in employment with Aspen Pharmacare Canada however, only those candidates selected for an interview will be contacted.

We are committed to providing persons with disabilities equal opportunities regarding all employment activities, including access to jobs and accommodations during employment as required, in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).