

Job Title	IBL Procurement Associate	Dept	Procurement
Line Manager Job Title	Head of Procurement Australia & New Zealand	Location	Abbotsford

Key Responsibilities (10 bullet points maximum)

Describe the key deliverables to be achieved by the IBL and the ongoing responsibilities of the role

Within Australia and New Zealand (ANZ), GSK's spend on indirect services is over \$100m with third party suppliers ranging from Media and Advertising, to IT and Contracted Sales Force. The Procurement Associate will work within the ANZ Procurement, Finance and Operational Teams to provide support on third-party engagement and strategic sourcing activities.

This role will support the Pharmaceutical, Consumer Healthcare and Manufacturing business units across both Australia and New Zealand, collaborating with cross-functional teams based around the world.

Key responsibilities for the IBL Procurement Associate will include, but are not limited to:

- Supporting Sourcing Managers in the team, and having responsibility for executing own sourcing activities. This may involve sourcing projects to identify the best suppliers able to meet GSK's business requirements. Full training in GSK's Integrated Sourcing Process (ISP) and on-line procurement systems will be provided to the successful candidate.
- Supporting the P2P (Purchase to Pay) process within the business by responding to queries from colleagues in a prompt, friendly and courteous manner.
- Assisting with vendor onboarding and proactively managing new suppliers and partners, ensuring that vendors in our SAP system are current and up-to-date.
- Providing input into regional and global procurement and finance strategies, including the delivery of spend dashboards, and into the ongoing transformation of the organization, with the planned carve out of the Consumer Operations in 2022.
- From Day One, the Procurement Associate will work on projects that deliver benefit and value for the GSK business, and will support the Procurement Team in delivering on operational savings targets. The successful candidate will play a role in strategic sourcing and category management, identifying savings opportunities and providing solutions to add value to the business.
- In 2022, the IBL Procurement Associate role will assist with the delivery and effective implementation of updates to the third-party engagement landscape, leveraging the learnings from a number of current procurement projects.

Key areas of development within the Procurement Associate role include:

- Negotiation
- Team Working
- Influencing
- Developing Business Cases
- Analytical thinking
- Communication
- Proficiency in Microsoft Office (Excel, PowerPoint, Word) and ERP (SAP)

Unique selling points of the IBL role

Being a member of the GSK Australia and New Zealand Procurement Team, the Procurement Associate collaborates with colleagues across all functions of the business, providing extensive opportunities to network and gain exposure to diverse aspects of a pharmaceutical business.

The role provides an opportunity to understand how global organisations, such as GSK, operate and implement procurement processes to source goods and services, which can impact the efficiency and effectiveness of GSK to deliver its pharmaceutical and consumer products to the world.

Each day is different – the projects you are involved in will be dynamic and can range from marketing and media, to IT.

Required Skills

Describe the key skills and level of proficiency required for this IBL role (please see listed suggestions)

- You must be in your penultimate/ultimate year of a Bachelor's Degree (any discipline)
- Teamwork, ability to build and maintain relationships
- Strategic thinking and problem-solving skills
- Support change and innovation
- Excellent project management, in order to manage and prioritize multiple ongoing projects
- Excellent written and oral communication skills
- Initiative and an eagerness to learn
- Customer focus
- High attention to detail, rigor and process
- Passion and interest in the placement field

Values	Expectations
Patient focus	Courage: Ambitious, Prepared to Challenge, Work at Pace
Transparency	Accountability: Results, Prioritisation, Ownership, Punctuality
Respect	Development: Receptive to Coaching, Skills, Learning, Adaptable, Curiosity
Integrity	Teamwork: Aligned, Connected, Inclusive, Delight in delivering for your team