Technical Officer Data Management Support - Pharma

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Company: Design and Build Recruitment

Location: Australia

Category: computer-and-mathematical

Job Description

Our client, a global pharmaceutical manufacturer, is looking for a Technical Officer - Data Management Support with a background in purchasing/procurement to join the team on their large CAPEX project. This role supports the Engineering Stores team, ensuring all necessary parts for manufacturing machinery are managed efficiently within SAP.

About You:

Intermediate to Advanced Excel skills – (must be able to create pivot tables, vlookups, graphs)

Purchasing and procurement background

Data analytics and mechanical engineering background will be highly regarded

Role Responsibilities:

Assess equipment to procure, SAP master data creation, inbound to engineering inventory, bring online and do safety stock review

Follow-up with suppliers for any missing documents

Assess equipment, identify spares, procure, create files in SAP

Assessment of commissioned equipment and identify components that may impact manufacturing due to failure

Analyse plant equipment and breakdown into subcomponents; liaise with relevant department

Project Engineer to identify spare part requirements

Source quotations and raise requisitions for parts and services required by projects.

Liaise with suppliers.

Assist with maintenance of SAP/EWM Database through creation/updating of assets and creation/updating of PM's and associated tasks.

Create and maintain parts in SAP according to documentation handed over from project engineer

Maintain the link between parts and equipment in the field.

Maintain an accurate procurement costing for budgeting requirements

Reviewing of equipment in the field to ensure correct data is recorded

Ensure all inspection reports include quality requirements and are included for each part in SAP

Work closely with the Engineering Stores team to ensure parts and data within SAP is managed correctly

This opportunity is a full time 12 month contract, working on-site in Melbourne's northern suburbs.

If you think you fit the bill and are ready for the next step in your career, apply now! Alternatively you can reach out to **Alex** at **Design & Build** on **0432 576 706** or **akanaan@designandbuild.com.au**

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