

# Indirect Purchasing Agent | CaridianBCT, Lakewood CO

**Job ID: DJ-0712**

**Description:**

**ORGANIZATIONAL OVERVIEW:**

CaridianBCT is a global leader in the blood bank and transfusion medicine industry, investing in research and development focused on enhancing blood quality, safety and supply. It provides technology, products and services to blood centers, hospitals, and scientific, clinical and biotech researchers.

Driven by its vision, For Better Blood and Better Lives, CaridianBCT's mission is to improve lives through innovation, quality and services delivered by our people, products and processes in blood component technologies.

It is the largest medical device manufacturer headquartered in Colorado. Based in Lakewood, Colorado (just west of Denver), CaridianBCT employs approximately 2,500 people in 32 countries and has sales in more than 96 countries.

Learn more about the company on its website at [www.caridianbct.com](http://www.caridianbct.com).

**POSITION SUMMARY:**

CaridianBCT is currently seeking qualified candidates for the position of Indirect Purchasing Agent responsible for driving the businesses Strategic Sourcing needs. Continuously improve the Company's purchasing practices by identifying and leading efforts to reduce procure to pay cycle times, mitigate procurement risks, gain visibility to total spend and reduce total costs. Perform spend analysis to identify new sourcing and other cost optimization opportunities to generate cost savings for assigned categories.

**KEY RESPONSIBILITIES:**

Contribute to the development of long range creative procurement strategies while designing and aligning procurement processes and policies within business requirements.

- Independently implements procedures and processes in areas of delegated responsibility.
- Responsible for minimizing cost and maximizing value in the procurement process by applying best / leading practices across area of responsibility, driving supplier rationalization strategies, supplier negotiations, spend under contract, bench marking, and other process improvements and facilitate their implementation.
- Lead and/or actively participate in cost reduction programs and continuous improvement efforts.
- Participate in the RFX process along with other areas of the company to ensure Procurement perspective is represented.
- Facilitate contract negotiations and liaison with the Legal department.
- Drive supplier rationalization strategies including supplier management processes (scorecards, annual supplier performance reviews, etc.).
- Responsible to ensure compliance with policies and programs in alignment with sourcing strategy; and that appropriate audit trails are embedded in procurement programs, for internal audit and performance management purposes.
- Participate in processing of purchase requisitions, purchase orders and other activities to meet business expectations and requirements as required.
- Compile, analyze and draw conclusions from information gathered for planning, developing and evaluating business programs and operations.

- Makes recommendations as to operating policies, goals and objectives.

**QUALIFICATIONS:**

- Knowledge necessary to perform at this level is generally acquired through a related Bachelors degree.
- Typically requires five or more years experience in addition to a degree or an equivalent amount of total experience.
- APICS certification or willingness to work towards same.
- CPSM certification or willingness to work towards same
- Highly self-motivated team player who can work effectively with management, business unit personnel, and other stakeholders.
- Demonstrate ability to interact with diplomacy and tact while maintaining appropriate assertiveness and persistence
- Effective leadership skills with the demonstrated ability to influence others
- Effective project management skills
- Experience in planning and executing processes
- Solid negotiations skills
- Requires excellent written and verbal communication skills including facilitation expertise
- Demonstrated analytical thinking skills and the demonstrated ability to solve complex problems
- Basic knowledge of supervisory and management methods and techniques
- Proficient with MS Office products and SharePoint
- SAP experience required

Interested people may apply at <https://careersintheusa.caridianbct.com/joblist.html?erpc=alljobs>