Job Opportunity

Position: Senior Manager, Purchasing/Procurement
Posting Date: February 2022

PBS Biotech, Inc. is a fast-growing privately held company based in Camarillo, CA that manufactures single-use bioreactor products for the rapidly growing cell therapy industry. In addition, PBS provides world-class process development services to help our customers solve complex cell culture challenges. This is a great opportunity to join a dynamic and high-growth company in the biopharmaceutical equipment industry.

Overview:
- We are seeking a highly motivated Senior Manager, Purchasing/Procurement to play an integral role in the daily management of critical suppliers, raw material/component procurement, supply constraints, and change management associated with components.
- The ideal candidate should be able to work and thrive in a fast-paced, collaborative environment and execute a wide variety of purchasing/procurement responsibilities.
- This role partners heavily with staff in the Manufacturing, Sales, Engineering, and Quality functions.
- This position is for a full-time employee and reports directly to the Senior Director of Supply Chain

Job Duties and Responsibilities:
- Develop and maintain positive working relationships with key component suppliers
- Plan, manage, and coordinate all activities related to the sourcing and procurement of necessary raw materials and components needed to meet product demand
- Refine inventory practices to ensure sufficient supply of raw material/component inventory supporting production
- Generate and manage purchase orders per established forecast, safety stock, and component lead times
- Serve as business process owner for Supplier Qualification and Management process
- Partner with Engineering and Quality to evaluate and qualify new suppliers as required
- Serve as Change Owner for changes to raw material/component specifications
- Author/revise associated standard operating procedures to guide purchasing/procurement activities at PBS
- Maintain records and file paperwork in accordance with established procedures
- Supervise staff as required
- Additional tasks as needed
Education and Experience Requirements:

- Bachelor's degree in Supply Chain/Logistics or equivalent experience
- Minimum 7-10 years of supply chain, purchasing, logistics, or directly related experience, preferably in a biotech, medical device, or life sciences setting
- Experience developing supplier relationships and managing suppliers
- Technical expertise working with ERP systems; experience with Global Shop Solutions (GSS) a plus
- GMP experience with a background in Quality Assurance/Quality Control highly desired
- Experience with change management/change control in a GMP environment highly desired
- Strong sense of time organization and urgency
- Ability to work independently or within a team dynamic
- Strong written and verbal communication skills
- Medical device, biotech, pharmaceutical experience preferred

Compensation:

A qualified candidate will be offered a competitive compensation/benefits package including stock options and a bonus plan based on performance and company growth.

PBS provides equal employment opportunity to all applicants and employees.