

## 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.