



Supply Chain Manager

Company Summary:

An exciting opportunity has arisen to employ a Supply Chain Manager within RoslinCT. Based at the Edinburgh BioQuarter, RoslinCT is a contract manufacturer providing integrated product development and manufacture service solutions for cellular therapies intended for clinical trials.

Job Purpose:

This new role of Supply Chain Manager will initially report directly to the CEO and will take responsibility for the end-to-end Supply Chain operations within the company. This role will involve bringing the procurement for the business in-house, the management of raw materials procured in support of GMP manufacture and suppliers, planning, logistics and distribution.

Key Responsibilities:

- To bring in house and manage the process for procurement and supply chain activities for the business including sourcing of raw materials, goods and services, manufacturing planning and logistics.
- Implement a cost effective and user friendly procurement and resource management system within the business that meets the needs of the current business and allows opportunity for growth as the business expands.
- Implementing a process for distribution of products to clinical trial sites in accordance with Good Distribution Practice.
- Planning and executing of shipping studies.
- Monitoring and tracking of shipments and utilising Trakcel or other tracking systems.
- Ensure effective lines of communication between the management team to ensure priority requirements, timely delivery of goods, works and services using the most appropriate procurement procedures
- Manage relationships with vendors, suppliers, clients and contractors that facilitates the smooth flow of our CMO services.
- Work with the manufacturing department to maintain the day to day procurement activities including, planning delivery timetables, stock control and planning schedules.
- Facilitate customs clearance of imported supplies, materials and equipment
- Work closely with the Quality Assurance department to approve GMP suppliers and ensure processes integrate with the established quality management system.
- Establish and manage agreements with suppliers eg. service level agreements and quality agreements
- Develop and maintain standard operating procedures and ensure they are effectively used and processes are regularly reviewed for continuous improvement.

- Be responsible for introducing process improvements in the supply chain and identify new vendors/suppliers without jeopardising quality and service delivery
- Ensure all materials and equipment are stored safely, correctly and securely depending on item classifications.
- Manage all transactional procurement including tendering processes, evaluation, contracting, contract management, legal considerations and payment conditions, contractors, performance evaluation and risk assessment
- Negotiate, within the terms and conditions of the contract, solutions to conflicts/problems arising in case of poor performance or non-compliance with contractual obligations
- Organise and deliver trainings on procurement, supply chain, logistics and assets management.
- Ensure activities are compliant with GMP and standard operating procedures.

Skills/Experience:

- Chartered institute of Procurement or Supply qualification or similar qualification
- A degree in life sciences would be beneficial
- GMP experience, preferably within a pharmaceutical environment
- Supply chain management experience gained in a GMP environment
- Demonstrable competency in Supply Chain, Purchasing and Resource Planning
- Materials/Inventory Management experience in a manufacturing environment
- Strategic Planning, Negotiation and Supplier management skills
- Experience in the field of cell therapy manufacture or biologics would be desirable
- Competent in computer packages including Microsoft Office

Behavioural skills:

- Delivers excellent customer service
- Creates a positive environment through self-awareness and social skills
- Takes responsibility for setting high standards and looks at the bigger picture to recognise the impact of actions.
- Exceptional organisational and planning skills with the ability to plan ahead whilst focusing energy on what will make a difference and deliver results
- Excellent communication and interpersonal skills and a proven track record in negotiation and managing & maintaining effective relationships
- Emotional resilience and an ability to work under pressure with good humour

As well as being involved in an exciting and expanding organisation, the company is offering an attractive salary and benefits package.