

**Job Title: Supply Chain Specialist**

List Lab's mission is to "harness bacteria's potential for a healthier world." We are a premier contract development and manufacturing organization for bacterial derived products for early clinical trials including live biotherapeutic products derived from the rapidly growing microbiome field. Live biotherapeutic products, an exciting new therapeutic, are a novel approach to disease treatment and have significant potential to improve patient lives. List Labs also specializes in the production of both native and recombinant bacterial proteins and toxins used for research and development.

List Labs offers a dynamic and congenial company environment and the convenience of working in the South Bay Area.

The Supply Chain Specialist is responsible for planning, procurement and stocking production materials, lab supplies, and equipment for biotech manufacturing. Work with the Production Team to source, obtain quotes, determine material requirements from Production schedules, and plans, schedules, and monitors the movement of materials through the production / Project cycle. Evaluates vendor reliability, develops new supply sources where vendors and suppliers are inadequate.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Lead all Material Planning and Procurement activities in support of production and clients' projects.
- Coordinate material requirements with production, purchasing, and project management.
- Plan, schedule, and procure material required to support project and production schedules.
- Evaluate material shortages and determine appropriate inventory levels.
- Evaluate material status reports, identify and/or resolve material constraints, and routinely provide material status to the project team.
- Manage vendors to ensure on-time delivery and to find ways to expedite deliveries where required.
- Develop purchase requests and work with Purchasing to ensure POs are approved and placed; incoming components are received.
- Establish safety stock, min / max levels for each common lab supplies to ensure appropriate inventory level.
- Keep track of release of inventory to lab staff.
- Perform periodic inventory counts and reconcile major discrepancies
- Restock supplies to stock room and maintain accurate inventory record

## **QUALIFICATION AND EXPERIENCE**

- Five (5) plus years' experience working with Material Requirement systems in Production/ manufacturing environment, preferably in a biotech lab setting.
- Must possess skills and interest in material planning, procurement, and inventory management
- Excellent interpersonal and organizational skills
- Excellent written and verbal communication skills.
- Ability to manage changing priorities, stay organized, and pay attention to details in a fast-paced environment
- Associates degree or a bachelor's degree in business preferred\*
- Biotech experience is a plus
- Outstanding organization and detailed orientated skills
- Must have the ability to work in a dynamic and ever-changing environment

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Able to build and maintain effective and productive relationships with staff and suppliers.
- Good negotiation and interpersonal skills.
- Able to manage time effectively, prioritize tasks and achieve deadlines.
- Keen attention to detail and accuracy.
- Highly independent and self-motivated and integrates well within a team.
- Strong oral and written communication skills.

## **PHYSICAL REQUIREMENTS**

- Have the physical ability to lift and carry product/equipment weighing up to 50 pounds
- Keep current on appropriate vaccinations (e.g. tetanus, diphtheria and pertussis [Tdap])
- Must be able to acquire security background clearance from FBI and CDC