Position Overview

Pierian Biosciences is an emerging biotechnology company specializing in cutting edge technologies utilizing molecular based clinical assays to generate actionable data for improved patient outcomes. We are currently focused on the ChemoINTEL, ImmunoINTEL, and PathwayINTEL technology platforms for use in our clinical assay development and FDA validation studies with the primary emphasis in oncology.

Under the direction of the Director of Manufacturing, the Laboratory Purchasing and Inventory Control Manager will perform all purchasing, receiving and inventory control activities in accordance with established procedures. She/he will work closely with manufacturing, development, laboratory operations and quality staff to foster a team atmosphere striving for continued technical innovations, process improvement and centers of excellence.

Essential Job Functions

• Responsible for planning, organizing, directing, and controlling purchasing activity for all production and non-production related goods and services required to support laboratory operations
• Purchasing activities include assisting in supplier selection and the negotiations with suppliers for price, quality, timeliness of delivery, specifications, value improvement programs, contract administration, requisition review, and purchase order execution
• Responsible for receiving all ordered materials against issued purchased orders, logging materials into inventory, assigning material tracking numbers, initiating material receiving records, and verification against initial material receiving specifications
• Responsible for routing materials to ordering department and appropriate storage locations
• Responsible for organizing, maintaining, and distributing from inventory store rooms
• Other responsibilities include maintaining knowledge of market conditions and advising management on purchasing alternatives to assure a continued flow of materials to meet production and sales requirements
• Works cooperatively in a team environment; supporting senior scientific staff and co-workers
• Provides training to lab staff on inventory control tasks and compliance-related activities

Non-Essential Job Functions

• May be required to review and update SOPs, tracking logs, and material/reagent specifications under design control processes
Job Description

Title
Laboratory Purchasing and Inventory Control Manager

Department
Research & Development

Reports to: Director of Manufacturing

Supervises: No

Effective Date: March 20, 2017

Page: 2 of 2

FLSA: Exempt

Experience Requirements
- Minimum of 3 years’ experience in a purchasing and/or material control environment
- Effective negotiation, persuasion, and communication skills are also required
- Prior experience working in the medical diagnostics and laboratory field is desired
- Prior experience operating under GMP, GLP, and GCP regulated environment desired

Education Requirements
- Bachelors or Masters in Business, Material Management or related field

Knowledge, Skills, and Abilities (KSAs)
- Leadership, integrity, and initiative abilities
- Excellent written and oral communication skills
- Essential reading, research, and writing skills
- Critical thinking, judgment, and decision making skills
- Competency in MS Office products and ability to quickly learn other software applications

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. Pierian Biosciences is an Equal Opportunity Employer with a strong commitment to the achievement of excellence and diversity.