

Purchasing Supervisor

Location: Babraham Research Campus, Cambridge

Type: Full time, permanent / Start: Immediate

Salary: Competitive / Hours: 40 p/w

Office Based Position

Cambridge Start Up of the Year 2018

bit.bio is an award-winning spinout from the University of Cambridge. Our breakthrough technology combines synthetic and stem cell biology for the precise, efficient and consistent reprogramming of human cells used in research, drug discovery, and cell therapy. At bit.bio, we are passionate about engineering human cells that will enable the medicine of the future. To do this we need talented and curious people who want to make an impact on the future of science and therapeutics.

As a team of individuals, we value science, collaboration, openness, curiosity and creativity. We are united by trust and respect for each other.

Your role in our team:

We are looking for a Purchasing Supervisor to join our growing Supply Chain Team to oversee all the purchasing activities. The Purchasing Supervisor will work collaboratively with the Materials Manager to develop procedures in line with our developing QEHS management systems that ensure all areas of research have access to the materials they need. The candidate is an experienced member of the Operations team who combines supervisory skills with knowledge of purchasing operations while maintaining high levels of safety, quality and service.

There is a requirement to be diplomatic, collaborative, customer focused, change agile, comfortable in leading and adapting to changing priorities in a rapidly growing business.

Your key responsibilities will include:

- Purchasing goods and services to meet business requirements
- Sending out enquiries, processing orders, following up pending orders, reporting and administration related tasks
- Identifying, negotiating and implementing cost savings initiatives
- Plan and execute all purchasing processes and provide an effective interface with all departments
- Maintaining accurate purchasing related data in company business system
- Writing SOPs and processes workflows

- Maintaining continuous material availability
- Communicating effectively with suppliers and management of accounts, problem solving, challenges and issues, recommend solutions
- Negotiating the purchase of materials and equipment from suppliers and implement proactive procurement strategies and procedures
- Responding to line stoppages, quality and obsolescence issues
- Build and maintain relationships with suppliers, distributors and manufacturers
- Scheduling and attend meetings with suppliers
- Supervise the work of the Purchasing Assistant
- Ensuring work performed to current standard and QMS
- Ensuring 5S is followed in work area
- Source, review and keep record of purchasing agreements, complex service contracts, MTA, etc.
- Stay up to date with industry trends and establish long-term purchasing arrangements with vendors when it is beneficial to the company
- Supporting supplier risk mitigation activities

You...

- Degree level or equivalent qualifications in a relevant discipline, Business/ Life Sciences / Supply Chain/ or related subject.
- Are humble - sincere and secure - accepts own mistakes - prioritises team over personal goals.
- Are hungry - driven and proactive - goes above and beyond the call of duty to achieve company results.
- Are smart - astute and persuasive - uses emotional intelligence to lead and inspire colleagues.

With essential experience in...

- Computer literate with a good working knowledge of Word, Excel and PowerPoint is essential; ERP system (NetSuite) experience required
- Experience with supplier contracts management within the Biotech or Pharmaceutical industry
- Previous experience in Procurement roles within a scientific / cell therapy / GMP environment
- Experience and familiarity with laboratory consumable products, reagents and equipment
- Attention to detail is a key attribute, as is a proactive outlook
- Have proven supervisory experience
- Have strong communication skills with the ability to interact with both internal and external stakeholders at all levels
- Have strong organisational and time management skills with the ability to prioritise and multi-task and ability to meet deadlines under pressure
- Are flexible with the ability to adapt to change

More reasons to join us:

bit.bio provides a vibrant and dynamic work environment in an exciting, fast-moving time for biology. We work with cutting edge technologies and with our world-leading scientific advisory board. We conduct pioneering work with real-world impact.

We trust our people to make significant contributions early on with opportunities to be involved in projects that are key to the success and growth of our young company. We invest in people, creating opportunities for personal development in an inclusive multi-skilled team with ambitious goals that provide opportunities to learn on the job from each other.

Creativity and open minds are encouraged for everyone to contribute to the success of the company.

To support bit.bio staff and our culture further, we also offer a competitive salary, highly competitive benefits package including pension contribution scheme as well as health and life insurance.

To be part of our dynamic, growing start-up team and share our vision to build together the leading cell coding company, please send your CV and cover letter to careers@bit.bio