

**Opportunity with San Diego Biopharmaceutical – Ambrx, Inc.**

## **Operations and Purchasing Coordinator/Manager**

*(Job: 04-17BR)*

Ambrx, Inc. is a biopharmaceutical company with a mission to deliver breakthrough protein therapeutics. Ambrx is based on a fundamental advance in protein biosynthesis that enables the company to genetically engineer proteins with new amino acid building blocks beyond the common twenty, enabling the biosynthesis of proteins with new physical, chemical and pharmacological properties. At Ambrx, we are dedicated to assembling and developing an exceptional team and a breakthrough technology to create the next generation of protein-based medicines.

### **Major Responsibilities:**

We are currently seeking a highly motivated “hands on” operations and purchasing professional to be responsible for supporting operations and ordering materials, supplies, and/or equipment, and follow through with vendors on shipment and delivery.

### **Duties:**

- Maintain strong working relationships with R&D team and our vendors
- Review purchasing agreements with vendors and maintain open lines of communications with those vendors.
- Follow-up on orders to ensure that materials are shipped and delivered on promised dates.
- Maintain records and follow-up files of purchases, shipments, and related matters.
- Maintains files of descriptions of available supplies.
- May inspect products received for quality and quantity to ensure adherence to specifications.
- Work with Accounting department on all files of level for inventory and planning.
- Compare product deliveries with issued purchase orders and contact vendors when there are discrepancies.
- Work closely with all Teams to ensure everything is delivered in a timely manner.

### **Skills/Qualifications/Education:**

- Bachelors degree in a related field
- 3+ years of experience
- Excellent communication and negotiation skills
- Proven history of effective Supply Management and Inventory systems
- Able to create and administer a task priority list based on company needs
- Biotech industry experience

**Job Type: Full-time**

**Job Location:**

- **La Jolla, CA**