

Opportunity with San Diego Biopharmaceutical – Ambrx, Inc.

Purchasing Manager (03-19BA)

Ambrx®, Inc. is an established biopharmaceutical company with a mission to deliver breakthrough protein therapeutics using an expanded genetic code. Unlike conventional conjugation techniques that create a mixture of suboptimal molecules, Ambrx technology combines site specific conjugation with proprietary linkers, payloads, and pharmacokinetic extenders to create a single molecular species that is optimized for safety, efficacy, and biophysical properties. We call this process Protein Medicinal Chemistry™.

Ambrx is seeking a highly motivated Purchasing Manager to be a key member of a fast-paced and dynamic organization. The successful candidate will be responsible for managing Ambrx's overall procurement strategy and operations. The position will develop and monitor key supplier relationships, establish business partners across functions, and implement strategies to source the business effectively and in compliance with our policies. This position will also be responsible for maintaining contractual agreements for the company. This position will report to the Vice President of Finance.

Primary Responsibilities

Purchasing:

- Develop and implement best-in-class procurement strategy for sourcing company supplies, materials and equipment from approved vendors
- Ensure use of competitive RFP and/or alternate supplier proposals as appropriate to maintain competitive pricing and high quality, with the goal of reducing overall costs and ensuring availability of key materials
- Verify current and potential suppliers service abilities and expertise
- Provide non-biased leadership for annual review/bidding process for general supplies and materials
- Qualify, negotiate with, and select suppliers in partnership with relevant internal employees
- Manage vendor relationships and activities of the onsite supplier representatives.
- Maintain Great Plains purchase requisition module and ensure that the controls are functioning appropriately and efficiently.
- Oversee/manage timely generation and communication of purchase order information to suppliers and internal stakeholders, as appropriate
- Establish relationships with internal business partners/customers
- Partner with Facilities, Lab Operations, and Research and Development departments to ensure capital equipment purchases are executed competitively and proficiently
- Gain in-depth knowledge of company operations and activities to ensure purchasing initiatives leverage across functions and projects
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- Provide trouble shooting support to finance and accounting colleagues on purchase order or systems related issues, as necessary
- Comply with all chemical and lab supply ordering/tracking requirements and procedures
- Establish annual objectives for Purchasing in line with company objectives
- Initiate projects for improvement and streamlining of departmental operations

Contracts Administration:

- Establish, maintain and centralize the contracts base.
- Negotiates and administers corporate contracts and related auxiliary agreements and guides and coordinates contracts professionals, where applicable, on such activities.
- Prepares and disseminates information throughout the company regarding contract status, compliance, modification, deviation, negotiation, and termination
- Ensures contracts are in conformance to original proposal, and in accordance with legal requirements, customer specifications and government regulations
- Initiates documentation to authorize and direct work in accordance with contractual specifications

Requirements

- Bachelor's degree and 5-7+ years of purchasing experience, including 3-5 years of direct purchasing experience in the Biotech/Pharmaceutical industry.
- Proven track record of Purchasing/Materials experience and negotiation successes
- Proven track record reviewing and negotiating contractual agreements
- Detail oriented, well organized and able to effectively perform multiple tasks
- Proven Supervisory and Project leadership/management skills
- Assertive, diplomatic, self directing and collaborative
- Willing to hold others accountable and able to manage across and throughout the organization without authority
- Excellent communication (written and oral) and listening skills
- Knowledge of electronic purchase requisition systems and ERP systems (Great Plains Preferred)
- Experience in internal control compliance preferred
- Familiarity with all functional areas of Purchasing and relevant Biotech/Pharmaceutical industry procedures and functions

To be considered as an applicant, please submit your resume/CV referencing the specific position of interest to careers@ambrx.com. Applicants whose qualifications and experience most closely match the requirements of the position will be reviewed. Candidates will only be contacted for evaluative discussions. Ambrx offers competitive compensation & benefits. EOE