



Job Description

Department: Global Supply Chain and Logistics
Job Title: Supply Chain Associate
Reports to: Sr. Director Global Supply Chain

Primary Objective of Position

This role will be responsible for supporting day to day supply chain activities, including but not limited to: drug order processing and status, processing and tracking purchase order requests, managing distribution related documentation, supporting label development process as required, among others.

Major Duties/Responsibilities

- Manage drug orders electronic inbox. Receive drug orders, coordinate with Supply Chain Managers to place drug orders with respective distribution depots and track through completion/delivery.
- Maintain current, accurate and complete Distribution and Logistics' files (hard copy & electronic, as appropriate), including distribution instructions, import Licenses, manual drug orders forms and acknowledgements of receipt, returns and destruction forms, etc.
- Create, track and monitor department purchase requests for packaging, labeling and distribution vendors.
- Support Supply Chain Managers in coordinating availability and storage of drug returns and destruction documentation.
- Interface with vendor and vendor systems to provide distribution and shipment reports as needed.
- Support Supply Chain Managers in managing documentation requirements for drug procurement, packaging and labeling activities as required.
- Coordinate vendor meetings and track agendas and action items as required.
- Other duties as assigned.

Skills & Abilities

- Ability to thrive in a small group setting with limited administrative support, developing and maintaining collaborative internal and external relationships.
- Good organizational and communication skills, effective project and time management skills, and be able to work well under pressure. Excellent interpersonal skills.
- Motivated, self- directed, able to work autonomously and have a proven ability to work in a team environment.
- Proficient in Microsoft Outlook, Word & Excel
- Must be highly organized and possess excellent attention to detail.

Physical Demands

- The physical demands of the office are normally associated with extended amounts of time in front of a computer. While performing the duties of this job, the employee is frequently required to stand, walk, and sit.
- Requires operation of electronic equipment (computer and peripherals)

Education & Professional Experience

- **Education**
 - College degree or equivalent in experience.
- **Experience**
 - Previous experience as Supply Chain Specialist a plus

- Administrative support role experience a plus.
- Previous experience with pharma/biotech companies

Employee

Signature _____ Date _____

Print Name _____ Title _____

Supervisor

Signature _____ Date _____

Print Name _____ Title _____