



**Job Title:** Senior Manager, Procurement

**Reports To:** Vice President, Finance

**Salary:** Commensurate with level of experience

**Bonus:** TBD

**Benefits:** Paid time-off, Options, RRSP, Group Insurance (Dental, Life and Medical)

**Hours:** 37.5 hours per week {occasional travel; some weekend and after-hours work is likely required to meet deadlines}

**Status:** Full Time, Permanent

**Location:** Vancouver/Toronto

### **Role Summary**

Notch Therapeutics is a biotechnology company with operations in both Canada and the U.S. The Senior Manager, Procurement is responsible for managing the purchase of goods and services in a multi-site environment with a focus on laboratory equipment and supplies. The Senior Manager, Procurement influences sourcing decisions, develop process enhancements, deliver on cost savings and cost avoidance efforts where opportunities exist, with the primary focus being on speed of execution and process optimization. The Senior Manager, Procurement partners with key stakeholders to proactively develop sourcing strategies with a focus on providing cost effective, sustainable solutions to the Company and optimizing total value generated from the Company's supplier base.

### **About Notch ([www.notchtx.com](http://www.notchtx.com))**

Notch Therapeutics is a cell therapy company that has unlocked the ability to produce T cells and other cells from any source of stem cells. At the core of the Notch technology is the Engineered Thymic Niche (ETN) platform, which enables precision control of cell fate during the differentiation and expansion of stem cells. The ETN is the first technology that can reliably generate T-cells from iPSC-derived progenitor cells using fully defined, non-xenogenic reagents at industrial scale. By leveraging the ETN platform, Notch is positioned to design and deliver the next generation of T cell therapeutics that are specifically engineered to address the underlying biology of complex disease systems. The technology was invented in the laboratories of Juan-Carlos Zúñiga-Pflücker, Ph.D. at Sunnybrook Research Institute and Peter Zandstra, Ph.D., FRSC at the University of Toronto. Notch was founded by these two institutions, in conjunction with MaRS Innovation (now Toronto Innovation Acceleration Partners) and the Centre for Commercialization of Regenerative Medicine (CCRM) in Toronto.

**Key responsibilities:**

- Develop procurement strategies for a multi-site environment with a focus on laboratory supplies and equipment.
- Negotiate pricing, payment terms, delivery requirements, and quantities with suppliers.
- Manage existing supplier relationships and strategic supplier accounts.
- Execute purchase orders for goods and services in an accurate and timely manner and ensure that they are approved in accordance with the company's policies and procedures.
- Manage inventory level of laboratory and facility consumables and ensure sufficiency of inventory.
- Meet with vendors to discuss requirements and capacities, resolve issues that may arise; and maintain and strengthen relationships to ensure continuity of supply.
- Effectively utilize communication skills to provide input to key stakeholders on current and pending variability/fluctuation in price, product availability, and delivery schedules.
- Proactively contribute to and implement continuous improvement initiatives and cost reduction improvements.
- Support internal stakeholders in contract review and negotiation.
- Ensure product manuals, materials certifications, and other required documents have been received with delivered materials, as specified on the purchase order or contract.
- Work with the Finance team to approve and support resolution of issues/discrepancies between invoices and orders to ensure on-time payment to vendors and suppliers.
- Respond to and work with suppliers for changes introduced by change orders.
- Manage shipping-receiving-inspection process.
- Apply and submit credit applications to vendors.
- Other responsibilities as required

**Role Requirements and Qualifications**

- Undergraduate degree in Business Administration, Operation Management, or combination of equivalent education and experience.
- 5+ years of proven experience in Procurement and/or Supply Chain.
- Experience in biopharmaceutical industry and laboratory procurement highly desirable.
- PMAC SMAP, APIC CSCP or CPP or equivalent certificates are an asset.
- Experience in procurement systems is required.

**Desired Characteristics and Demonstrated Skills**

- Excellent verbal and written communication skills.
- Strong negotiation, organizational, prioritization, multi-tasking, problem solving and time management skills.
- A strong sense of urgency with competing priorities and meeting tight deadlines.

## **Application Details**

Notch is a developing organization and represents a fluid working environment. Flexibility and adaptability are essential, and duties will be influenced by the needs of the organization. Applicants must be legally eligible to work in hired location (Canada or USA). Notch is committed to accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process, providing the applicant has met the bona fide requirements for the open position. Applicants should make their requirements known once contacted to schedule an interview, or when the job offer has been made.

**Interested Applicants must submit a cover letter and resume outlining their candidacy and interest in this position, through the Notch Therapeutics Job Board:**

<https://notctx.humi.ca/job-board/staff/4380>