



## **PROCUREMENT ASSOCIATE, QUADRANT BIOSCIENCES**

**Department: Operations**

**Reports to: Chief Operating Officer**

### **COMPANY**

This is a fantastic opportunity to join a rapidly growing company focused on developing novel molecular diagnostics and virtual care solutions to accelerate patient diagnoses and access to life-changing therapeutic treatments. Quadrant Biosciences works with top academic institutions, medical researchers and engineers to translate breakthrough findings into thoughtfully developed, scientifically sound applications. Starting with a simple saliva swab, we leverage next generation sequencing and the power of AI to develop accurate molecular diagnostics for a range of medical conditions including, autism spectrum disorder, concussion and Parkinson's disease. Quadrant Biosciences was recently highlighted on CNN, NPR, Bloomberg, and Huffington Post for its groundbreaking work.

### **JOB SCOPE**

The procurement associate is responsible for coordinating with suppliers and internal stakeholders to ensure operational efficiency. The primary functions of this position are to manage relationships with vendors, assess, acquire and distribute materials needed for research and production purposes. These functions will need to be coordinated across multiple departments, meeting deadlines expected for product delivery while optimizing the costs associated with operations. Will require strong negotiation skills with a focus on cost savings.

Responsibilities include but are not limited to:

- Reviewing existing supply chain solutions for robustness, flexibility and sustainability including auditing suppliers
- Take a comprehensive approach to current and new supplier qualification, assessment, and selection
- Build and continue strong long-term relationships with key suppliers supported by performance-driven long-term agreements ensuring commercial, performance and compliance expectations are met
- Lead commercial and contractual negotiations with key suppliers to obtain best terms on quality, delivery, cost, terms and payment
- Drive systemic performance improvements for sourcing and processing and validate the improvements through defined KPIs
- Develop and implement cost reduction strategies, inflation avoidance strategies
- Lead demand planning process, assist with inventory planning process

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong communication and interpersonal skills
- Ability to articulate with all stakeholders, both verbal and written
- Capacity modeling skills with outstanding proficiency in Google and Microsoft Suites
- Strong negotiation and contract management skills
- Excellent analytical, problem solving/decision making skills, with the ability to make timely, effective, fact based decisions

## PHYSICAL DEMANDS

Willing to come into the office, work on the computer for workday. Willingness to lift items up to 20lbs, and move pallets using appropriate lifting equipment.

## QUALIFICATIONS

- Bachelor's degree or relevant experience
- 1-2 years of relevant procurement experience
- Ability to work in a dynamic and fast-paced environment
- Previous experience in LEAN Six Sigma methodologies preferred, but not required
- Degrees, Licensure, and/or Certification: Valid State Driver's license required
- Strong leadership and communication skills
- Analytical and problem-solving competencies

*Quadrant Biosciences Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*