

Job Posting

Clinical Supply Chain and Logistics Manager

Position Overview

The Clinical Supply Chain and Logistics Manager is responsible for planning and managing clinical supply chain, logistics, and inventory activities including but not limited to vendor identification and selection, ordering clinical supplies, logistics maintenance, and management of supplies and inventory according to standards and regulations. Incumbent will be responsible for continuity of supply to subjects and/or providers participating.

Primary Responsibilities

To perform this job successfully, incumbent must be able to satisfactorily perform the essential functions of the role without or with reasonable accommodations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Plan, design, and implement inventory management plans for study supply chains. Ensure initial supplies and resupplies according to study and operations' needs.
- Leverage inventory management systems (inventory management, Home Trial Management system) to manage study supply chains and accurate inventory and records.
- Work with project team to ensure consistent communication of clinical trial material supply chain status. Identify potential risks. Define and execute risk mitigation plan.
- Organize, inventory, and maintain supply room(s) ensuring labeling of supplies and proper disposal of expired or exhausted shelf-life of supplies.
- Ensure appropriate temperature(s) as determined by protocols are maintained in supply room(s) to preserve inventory.
- Create and evaluate metrics to assess performance and implement plans for course correction.
- Identify, recommend, and lead process improvement initiatives.
- Proactively identify potential supply chain and supply issues to mitigate risk. Employ risk mitigation plan. Provide analysis and recommend solutions. Resolve issues or complaints regarding shipment or supplies.
- Develop and provide reports on actual project spend versus budget.
- Establish and maintain financial forecasts and monthly billing processes for projects.
- Perform study close out activities including returned good reconciliation, inventory destruction processing, and file archiving.

- Select shipping carriers and supply vendors and negotiate contract and rates including volume discounts.
- Coordinate, schedule, order, and pack shipments according to plan and schedule.
- Maintain documentation including bills of lading and import and export paperwork. Serve as the point of contact for shipping matters

Note: This list is not intended to be an exhaustive list of duties and responsibilities. There may be other duties as assigned.

Qualifications Including Education, Experience, and Skills

Required

- Bachelor's Degree in operations management or science related field or equivalent defined as a minimum of 6 years related, combined experience in employment, education, knowledge, and skills that will enable the incumbent to proficiently perform the duties of the role.
- Minimum 3 years clinical supply chain management, project management, or logistics experience in a related field/ industry.
- Experience with building and managing forecast for clinical supply chain/logistics.
- Excellent computer skills including high proficiency in Microsoft Excel.
- Possess comprehensive knowledge of relevant regulations and guidelines, to include those under IATA, DOT, IMO, DDTC, ATF, and BIS, and monitors for changes to regulations and industry best practices.
- Experience with logistic systems and shipping required.
- Excellent teamwork and interpersonal skills.
- Able to work as part of a cross-functional team for study management activities.
- Strong project management skills.

Strongly Desired

- Certificate in Project Management, Logistics, Supply Chain.
- Experience with supply chain, inventory management, and/or carrier systems (FedEx).
- Able to effectively manage priorities and multiple stakeholders.

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