

## Supply Chain/Purchasing Manager

Reports to: Operations

### **Role and Responsibilities:**

- Manage the logistics process for the development of new products, inventory maintenance, manufacturing, shipment and delivery, and returns on products
- Plan and track production from third party manufacturers
- Keep detailed records, generate reports, and develop presentations to help management understand the logistics perspective
- Build relationships within the company and with external parties, such as suppliers and distributors
- Read and comprehend legal documents, such as contracts or import/export agreements
- Develop and implement purchasing strategies
- Manage daily purchasing activities
- Manage supplier relations and negotiating contracts, prices, timelines, etc.
- Maintain the supplier database, purchase records, and related documentation
- Coordinate inventory control to determine and manage inventory needs
- Ensure that all procured items meet the required quality standards and specifications
- Work to improve purchasing systems and processes
- Train new employees in the purchasing process and how to use the purchasing system.
- Collaborate with others from diverse backgrounds in order to identify problems and find solutions

### **Required Skills and Experience:**

- Bachelor's degree in Business Management, Supply Chain Management, Procurement or related field
- Additional post graduate education preferred
- Ability to manage all aspects of supply chain, from product development to the shipment of finished items
- Understanding of accounting or finance
- Must be able to comprehend legal documents
- Strong leadership and organizational skills



- Ability or aptitude to provide solutions and contingency plans through the comprehensive review of alternatives
- Proficiency in Microsoft Office and purchasing software
- Excellent communication skills, both written and verbal
- Strong critical thinking and negotiation skills
- Experience in mentoring and developing personnel
- Desire to build lasting relationships with people all over the world
- Ability to work independently
- Minimum 7 years of experience in supply chain and purchasing execution – preferably involving medical devices

## About Portal Instruments

Portal is transforming the delivery of medicine by providing patients with the technology to self-inject their biological drugs needle-free. Portal's innovative drug delivery system replaces auto-injectors and is overwhelmingly preferred by patients. Aside from a better patient experience, the device captures injection data in real time and transmits via the cloud to all stakeholders for optimal care. Issued from MIT Research, Portal's business model is to partner with biopharmaceutical companies and co-develop drug/device combination products, enabling biopharmaceutical companies to augment and differentiate their biological therapies. The company has partnerships with Takeda Pharmaceuticals, LEO Pharma, Sanofi SA and 3M. It is currently at the pre-launch stage with pilot lines producing products for clinical evaluation. Come join us on this exciting journey of making patient care and comfort a priority.

### Working at Portal Instruments

- Portal Instruments is looking for unique individuals who want to make a difference in the lives of patients and how medicines are delivered today
- Portal Instruments offers employees the opportunity to work in a fast-paced start-up that values innovation, intellectual rigor, accountability, teamwork, and openness while providing excellent leadership and development opportunities
- Portal Instruments is committed to challenging implicit bias and creating an equitable work environment. We are proud to be an equal opportunity employer. All qualified candidates will receive consideration without regard to



race, ethnicity or national origin, sexual orientation, gender identity or expression, genetics, military service, age, family status, or disability.

- Portal offers a competitive salary, a comprehensive benefits package, including stock options, a 401(k) retirement plan, a health and dental plan and a chance to make a difference in the lives of thousands of patients

**To Apply:** Please submit a resume and cover letter to: [careers@portalinstruments.com](mailto:careers@portalinstruments.com), referencing the position for which you are applying. You will be contacted if your background meets Portal's needs.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of person