



Job Title: Procurement Specialist

Company Information: OriGene Technologies (Rockville, MD) is a biotech company commercializing millions of gene-related reagent tools for life science research. Recognized globally as one of the world's largest sources for cDNA clones, recombinant proteins and antibodies, OriGene continues to drive innovation in CRISPR, assay development and in vitro diagnostic field. For more information, please visit our website: www.origene.com

Summary of Position

This position is responsible for daily fulfillment of procurement requests of biological materials in preparation of shipping to a global base of customers, partners and distributors. In this function, you will be working with all OriGene partners globally to refine the speed and accuracy of these materials receipts, allowing quick transport to our inventory, customers and our other sites. You will be expected to develop and maintain relationships with our current and new partners for extensions to our current and new products.

Responsibilities and Job Duties

- Create Purchase Orders through a daily procurement process of biological materials from internal and external customers, partners, and distributors worldwide through our current ERP/MRP systems.
- Receive (open packages), verify, document, segregate OEM material, and distribute packages from Purchase Orders made to various recipients.
- Prepare OEM materials received for R&D processing.
- Receive OEM materials from R&D into inventory for order fulfillment.
- Manage Procurement inbox to ensure all inquiries are replied to regarding ETA of items in transit.
- Manage supplier base to achieve delivery performance and negotiate with supplier to ensure cost, quality and delivery competitiveness.
- Plan and coordinate with the Director of Operations, as appropriate, quality matters and logistic changes/developments between company activities and suppliers.
- Communicate effectively with business leads, planning and other internal and external customers to assure supply.
- Cross training of inventory protocols.
- Other duties as assigned by the Director of Operations.

Qualifications

Education & Experience

- High School diploma with commercial experience
- Proficiency in Microsoft Excel, working knowledge of MS applications - Outlook, Word, Access
- Customer service experience (2 years or more)

Knowledge, Skills and Abilities

- Detailed oriented work habits.
- Demonstrated laboratory materials management experience a plus.
- Experience with inventory management systems a plus.
- Must possess excellent written and verbal communications skills.
- Strong analytical skills.
- Ability to thrive and handle multiple priorities in a fast-paced, diverse, cross-functional team environment.
- Demonstrated ability to work effectively in a global organization, within operations and with external clients.
- Self-motivated individual who can work independently and within a team to drive results.

To apply for this role, please send your CV/Resume along with a cover letter to jobs@origene.com. Please Reference "Procurement Specialist" in the Subject Line.