

Ancillare

Title: Ancillary Supplies Specialist and Expeditor

Department: Ancillare Professional Team

Location: USA- Pennsylvania- North Wales

Employment Type: Full Time

Company Profile:

Ancillare is a specialized contract research organization that focuses on end-to-end clinical trial process management services on a global level. As an innovative leader in the global clinical supply chain, Ancillare simplifies the clinical process for our pharmaceutical, biotechnology, and research hospital customers, building efficiency and drastically reducing costs at every step in the global system. Ancillare's services have helped top pharmaceutical companies simplify their operations, allowing for more effective administration of clinical trials with shorter times required to bring crucial new drugs to people that need them most. Headquartered in North Wales, Pa, Ancillare is a medium sized company with a strong global footprint showing experience in every region of the world. The company is looking to implement its strategic plans over the coming years and is looking to recruit an enthusiastic team to help bring Ancillare to its goals. For more information about Ancillare, please visit www.ancillare.com.

Description:

Ancillary Supplies Specialist and Expeditor

Overview: The Ancillary Supplies Specialist and Expeditor is responsible for assisting the team during protocol formulation and supply to global investigator sites. The position works within a therapeutic area on an Ancillare Professional Team and will work in a team environment to manage the acquisition of and flow of products needed for use at global clinical trial locations.

Responsibilities:

- Sourcing products from approved suppliers as needed by each protocol
- Analyzing product specifications to ensure compliance with protocol requirements
- Sourcing new suppliers for products and negotiating price points based on order quantities
- Working with Ancillare Medical and Quality Assurance Teams to create guidelines for products
- Ordering products from suppliers and ensuring they arrive based on timelines
- Managing issues with suppliers and resolving supply chain problems
- Order additional products based on demand schedules from Ancillare Professional Team and customer requests
- Work with factories, suppliers and strategic partners to ensure that proper supply programs and documentation accompanies product
- Update company ERP and ARDMS systems to reflect changes in supplies/inventory
- Work with Ancillare Professional Team and company management teams to complete all protocol requirements and resolve issues should they arise

Key Skills:

- Ability to build rapport across diverse groups both within Ancillare and externally
- Good team player with ability to interface with others under short timelines
- Demonstrated ability to conduct business in English
- Understanding of clinical supply chains and drug development procedures
- Good understanding of Microsoft Office programs (Word, PowerPoint, Excel)\
- Ability to multitask and manage multiple projects simultaneously
- Results oriented, confident, self-motivated and driven with high energy
- Solid communication and negotiation skills. Must have ability to influence and gain collaboration across the company
- Flexible, capable of managing and implementing change
- Good analytical abilities and problem solving techniques
- Understanding of costs associated with product supply and fulfillment
- Project management skills
- Ability to mentor and train other members of the company

Education:

- Bachelor's Degree
- Project Management or clinical supply education if applicable
- Degree in science-related fields acceptable, but not mandatory

Work Experience:

- 3-5 years relevant experience is a must
- Should have experience in clinical development and/or knowledge of ancillary supplies
- Experience with clinical trials and clinical development is a bonus
- Prior supply chain experience and knowledge is a bonus