



Evofem Biosciences, Inc., (NASDAQ: EVFM) is a clinical-stage biopharmaceutical company committed to developing and commercializing innovative products to address unmet needs in women's sexual and reproductive health. Evofem Biosciences exists to advance the lives of women by developing innovative solutions, such as woman-controlled contraception and potential protection from certain sexually transmitted infections (STIs). The Company is leveraging its proprietary Multi-purpose Vaginal pH Regulator™ (MVP-R) platform to develop Amphora®, which if approved will be the first on-demand and female controlled MVP-R birth control method in the U.S.

We are a growing 40+ person team based in San Diego, CA. Our sole purpose is also our soul purpose: to improve the lives of women. We are committed to discovering and developing innovative healthcare solutions that put women first.

Manager, Supply Chain & Procurement

Job Summary:

Reporting to the Sr. Director, Supply Chain Logistics, the Manager, Supply Chain & Procurement will provide administrative and strategic support to ensure efficient and accurate ordering and tracking of manufacturing materials as well as facilitating the process to setup new vendors and process purchase orders. The Manager will also participate in a broad variety of duties and tasks within the Operations Team. This position interacts with many individuals at a variety of levels within and external to the organization.

Materials Management Duties:

- Oversee the planning and coordination of a company's manufacturing inventory with outside vendors and Contract Manufacturing Organization (CMO)
- Research potential new vendors and negotiate pricing
- Maintain part numbering system per SOP, for company's ingredients and components
- Work to define and identify supply needs
- Identify ways to streamline inventory and eliminate waste
- Requisition all supplies for manufacturing as needed, assure material quality and arrange deliveries
- Collaborate with multiple departments and CMO to plan and forecast supply
- Maintain records as per SOPs and generate reports as needed

Procurement Operations and Management Duties:

- Process all Purchase Orders for the company to acquire goods and services
- Work closely with Legal and Finance Departments to assure all relevant documentation is included with purchases and contract terms are followed
- Create Purchase Orders based on Statements of Work, circulating through company approval process
- Strong understanding of end to end, purchase to payment process
- Understanding of requirements for new vendor setup and onboarding
- Communication with outside suppliers
- Prepare reports as needed

Competencies:

- Work independently as well as in a team environment
- Responsible, organized, analytical and a problem solver
- Possess strong attention to detail and time management
- Excellent communication and interpersonal skills
- Trustworthy and able to maintain confidentiality
- Self-starter with proven ability to work in a team

Supervisory Responsibility: None

Education and Qualifications:

- Bachelor's degree in Business (or a related discipline).
- 3-5+ years' relevant experience in purchasing and/or materials management
- Experience in startup company in medical device, pharmaceutical, and/or other regulated industry, preferred
- Experience with Great Plains software, highly desired
- Experience with ERP systems, SAP, Oracle, JDE
- CPM, ASM or APICS Certifications, preferred
- Proficient in Microsoft Office and Adobe.
- Strong verbal and written communication combined with organizational skills
- Negotiation and influencing skills.

Travel: Less than 10%.

Evoform Biosciences provides a competitive salary and generous benefits package including medical, dental, vision coverage, 401k, paid vacation and Holidays.

Evoform Biosciences is an Equal Opportunity Employer.

No agencies please