



Title: Procurement Manager

Location: Marlborough, MA

About Akoya Biosciences, Inc.

Akoya Biosciences, Inc., The Spatial Biology Company™, is a well-funded, emerging growth company that is developing powerful staining and imaging tools that enable scientists and clinical researchers gain a better understanding of complex diseases such as cancer and autoimmune disorders. Our CODEX® platform assesses more than 40 protein markers in a single sample and is ideal for biomarker discovery. Our Phenoptics platform, the industry standard for multiplex immunofluorescence (IF)/immunohistochemistry (IHC), provides the assay robustness and throughput necessary for translational research studies of large numbers of samples. Adoption by leading academic medical centers and pharmaceutical companies, as well as close collaborative relationships with KOLs, has resulted in a pipeline of new innovative products and services which will continue to set the standard and give Akoya healthy growth for years to come.

Position Summary

The Procurement Manager position is a functional manager responsible for sourcing, procurement, and inventory control functions to support all departmental and laboratory purchases. You will conduct procurement activities in accordance with approved standards and in compliance with cost reduction objectives. Create procurement and supplier management policies and procedures. Functional responsibility includes all aspects of procurement and supplier management, production planning and scheduling and inventory control. The ideal candidate will be an innovative leader with a depth of experience in supply chain management as well as experience in Lean Manufacturing principles.

Essential Functions:

- Plans, organizes, directs, and controls activities related to internal laboratory and manufacturing related procurement
- Control maintenance and accuracy of data in ERP system
- Develops a system to evaluate vendor quotations that utilizes appropriate negotiation and purchasing techniques to ensure quality, price, delivery, and service
- Designs, implements, manages, and monitors procurement reporting systems to meet needs
- Reviews and maintains suppliers to provide high quality products and services at a better price while maintaining the highest code of ethics and conduct
- Prepares and issues purchase orders and change notices
- Reviews purchase order claims and contracts for conformance to company policy
- Prepares and reviews contracts, bids, proposals, and vendor agreements for legal correctness, price, and acceptability of items to specifications
- Negotiates or supervises the negotiation of complex requests for equipment, supplies, and services from suppliers and subcontractors
- Interact closely with cross-functional internal and external teams, including R&D and Supplier Quality
- Arranges for disposal of surplus materials
- Other duties as assigned related to training and background

**Skills:**

- ERP expertise, especially with implementation and integration, is required
- Experience with chemicals, biologicals and protein conjugate procurement is required
- Experience with GMP- or ISO-certified operations required
- CSCMP, APICS or Six Sigma Certification highly desired
- Ability to translate strategy into tactical approaches to meet the goals of the company.
- Ability to handle and work under stressful situations.
- Knowledge of product development policies and procedures and products
- Effective and creative customer problem solving skills
- Demonstrated success managing multiple projects and priorities
- Demonstrated success holding suppliers accountable to task and pushing back on timelines and fellow staff
- Technical knowledge of Company and competitor products
- Ability to handle and work under stressful situations
- Effective relationship management skills
- Proven effective verbal, written and presentation communication skills
- Demonstrated ability to use communication methods and strategies that influence desired results
- Demonstrated ability to establish and maintain credibility, trust, and positive relationships
- Computer skills for practical use with Email, word processing and spreadsheets
- Will require travel to supplier sites

Experience / Education:

Bachelor's degree (B. S.) in Business, Operations, Engineering or equivalent; and 7-10 years related materials management and supplier management experience; or equivalent combination of education and experience. Experience in medical device strongly preferred.