



### **On Demand Pharmaceuticals, Inc.: Supply Chain Coordinator**

On Demand Pharmaceuticals (ODP) is changing the way we make and distribute medicines—by providing them to everyone, everywhere, every time. ODP is creating innovative manufacturing platforms to enable our vision to produce critical medicines at the point of care and to secure the pharmaceuticals supply chain. As a young organization, ODP offers an exciting opportunity for passionate scientists and engineers to make a difference in the world while developing career paths for advancement. ODP is seeking a Supply Chain Coordinator to support our team.

The Supply Chain Coordinator will work closely with departments to determine supplies or equipment required, obtain quotes, and assist with order placement and tracking, This will be a Temp to possible hire position.

#### **Supervisory Responsibilities:**

- None.

#### **Position Responsibilities:**

- Work with the GMP team to determine what needs to be ordered for the space.
- Work with the chemistry team to assist with laboratory orders/ deliveries.
- Place orders and track delivery times-confirm that terms and delivery dates are accurate.
- Coordinate activities with team leads.
- Sources APIs, intermediates, chemicals, equipment, and parts.
- Obtains and compares quotes from vendors for immediate and future needs.
- Request's product certificates and cut sheets from vendors.
- Reviews cost proposals and pricing information.
- Evaluates competence of vendors and reviews their invoices for accuracy.
- Work closely with QA to ensure suppliers meet quality expectations.
- Performs other related duties as assigned.

#### **Required Skills/Abilities:**

- Excellent knowledge of procurement and supply chain processes.
- Excellent organizational skills and attention to detail.
- Excellent administrative skills.
- Excellent written and communication skills.
- Proficient in Microsoft Office Suite or similar software.

#### **Education and Experience:**

- Bachelor's degree in Business Administration, Accounting, or related field required.
- At least 2 years of experience in supply chain/ procurement

#### **Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.



[Please click here to submit an application for this position.](#)

**On Demand Pharmaceuticals is an equal opportunity employer.** On Demand Pharmaceuticals does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including pregnancy, gender identity, or related medical conditions), sexual orientation, marital status, physical or mental disability, past or present military service or any other characteristic protected by law.