



154B Brook Drive
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Job Title: Supply Chain Co-ordinator

PsiOxus Therapeutics Ltd is an Oxford based biotechnology company developing novel therapeutics with a particular focus upon cancer. The company has a diverse portfolio built upon proprietary technologies combining small molecules, oncolytic viruses, vaccines, polymers and other macro-molecules. We currently have products in Phase I/II clinical development and an innovative pipeline of research stage and clinical trials candidates.

Reporting into our Project Management Team this is an exciting opportunity for an experienced Supply Chain Co-ordinator to assist with the delivery of PsiOxus Therapeutics' project outcomes and key development milestones with particular emphasis on supply chain related project activities. The company currently has a portfolio of products which are distributed globally and need to be labelled and packaged correctly to meet specific country's regulatory needs. Projects are of significant value (£Ms) that should be delivered on time, within budget and to the appropriate quality to achieve compliance with the relevant GxPs, regulatory authorities and PsiOxus' senior management, in accordance with PsiOxus best practice, SOPs and policies.

This is a challenging and wide reaching opportunity where you will be taking on a newly created role which has overall responsibility for the supply chain efforts associated with the distribution of investigational medicinal products (IMP) and pharmacy supplies to clinical trial sites around the world. The role would include the coordination of labelling, packaging and release of drug product (IMP); coordination and control of shipments to and from the EU/US and UK; and product and equipment management at clinical trials sites. To achieve this the role holder would need to establish close relationships with both internal and external stakeholders.

This is a newly created position due to increased workload, which is anticipated to continue as further products are added to the portfolio. You will lead the supply chain initiative with a degree of autonomy with support from the Project Manager, Project Leaders, Clinical and CMC teams, when required. The role holder will be required to handle vendor/supplier interactions and queries with services encompassing distribution, logistics, delivery, returns and the tracking of temperature controlled shipments.

Key areas of responsibility will include, but not be limited to:

- Management of the label creation and approval process, including responsibility for the creation of label artwork and language translations, where required.
- Supplier liaison for label manufacture and shipment to fill finish facilities (UK/EU/US).
- Liaise with Project Leaders, Clinical and CMC teams plus the packaging and label suppliers to enable labelling and packaging, relabelling/over-labelling/expiry extensions and subsequent QP release to clinic.
- Management of shipments of IMP, pharmacy and lab kit supplies to and from manufacturers to the storage and distribution centres, clinical sites and analytical testing houses.

Please note that unless you specify in your email, all applications will be kept in our confidential company database in case future opportunities arise.



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- Monitoring inventory, including devising ways to optimize inventory control procedures.
- Ensuring all stock item levels are adequate for all distribution possibilities and can cover direct demand from clinical trials sites.
- Recording delivery process and shipments to enable reconciliation of inventory.
- Place orders to replenish stock avoiding insufficiencies or excessive surplus.
- Analyse data to anticipate future needs.
- Collaborate with suppliers to ensure business goals are met.
- Complete, create and improve (if necessary) documentation, systems and processes associated with the internal and external supply chain activities.
- Initiate, manage and monitor the equipment supplied to clinical trials sites, including but not limited to freezers, temperature probes, syringe pumps.

We are looking for an enthusiastic, highly motivated and experienced Supply Chain Co-ordinator. Applicants must have at least 2 years' experience in the area of pharmaceutical and/or biotechnology industries, preferably in a supply chain, project co-ordination or project management role. A good, practical working knowledge of GCP, GDP and GMP is required. Knowledge of the Regulations governing the distribution of IMP would be advantageous. The successful applicant will also have proven experience of developing and improving processes and ways of working.

Applicants must have a clear, demonstrable team-oriented approach to their work and also have the ability to work independently as and when required. Excellent communication skills, both oral and written are essential together with the ability to liaise effectively with individuals at all levels of the organisation. Applicants need to be self-motivated taking personal pride in delivering on personal and corporate objectives, and be able to demonstrate personal drive and goal orientation. We are looking for individuals that are enthusiastic, flexible to change, reliable and trustworthy - being able to work with minimal supervision. Applicants should be able to demonstrate strong organisational and prioritisation skills to manage a diverse workload, and have a high level of accuracy/attention to detail.

In return we offer an attractive remuneration package including salary, pension, private healthcare and other benefits. To apply please send your CV along with a covering letter outlining why you believe you are the right candidate and salary expectations, to: Julie Naish, HR Manager (julie.naish@psioxus.com) adding 'Supply Chain Co-ordinator application' to the subject line of your email.

The closing date for applications is Friday 28 April 2017, however applications will be evaluated in the order that they are received. You are therefore encouraged to apply as soon as possible.

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