

Employment Opportunity/Job Description

Posting Title:	Sr. Manager/Associate Director
Division:	iVexSol Global Operations
Work Location:	20 Maguire Road, Lexington, MA
Job Type:	Full Time
Employment Type:	Regular

iVexSol, Inc. is a rapidly growing vector manufacturing company founded on next-generation technology that enables the creation of stable lentiviral vector producer cell lines for virtually any therapeutic gene. This clinically proven technology can produce high-quality, high titer vector at any scale, in a fraction of the time, and using a fraction of the footprint of current production methods. As such, we anticipate it will transform the manufacture of these critical gene-delivery vehicles.

iVexSol is seeking an experienced Supply Chain Associate Director to lead the implementation and management of supply chain operations through expertise, guidance, and oversight. The role will function to enable and maintain through operational excellence the on-time start-up of supply chain function within iVexSol's new Lexington, MA facility.

Essential Functions:

- Lead and integrate supply chain functions at iVexSol, Inc.
- Create, review, and update the supply requirement plans based on strategic elements/study forecasts from department resources and Operations for internal studies and/or programs.
- In addition to identifying suppliers, partner with Quality Assurance to maintain the Approved Supplier List.
- Develop supply strategies to maximize efficiency, minimize waste while identifying risk and develop mitigation plans.
- Communicate and update supply requirements at the project and program level to upper management and ensure seamless coordination of demand and supply.
- Achieve operational objectives by providing information and recommendations to strategic plans and budget reviews.
- Prepare and manage Supply Chain budgets.
- Establish metrics and monitor performance.
- Identify continuous improvement supply chain projects.
- Ensure changes in supply configuration, trial design, enrollment timeline, manufacturing availability and regulatory requirements are considered.
- Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Develop strong internal collaboration with stakeholders to ensure customer satisfaction.
- Maintain standard project management best practices, processes, and templates for managing projects consistently and efficiently.
- Effectively collaborate with the network team to ensure alignment to business strategy.

Required Skills and Qualifications:

- BS/BA in Science, Engineering, or Business required.
- Biotech Manufacturing experience preferred.
- Minimum 5 years' work experience in clinical and commercial supply chain management preferably with viral vector or cell and gene therapy products.
- Understanding of Good Manufacturing Practices (GMP) and regulatory/CMC filings as related to Pharmaceutical and Biotech Manufacturing.
- Knowledge of performance measurement tools and metrics.
- Good facilitation, change management, interpersonal and problem-solving skills required.
- Demonstrated experience supporting and facilitating numerous mid to large cross-functional projects and initiatives.
- Excellent organization and planning skills, including development of comprehensive project plans (timeline, resources, budget, risk registers, etc.)
- Experience modeling manufacturing processes (People, equipment, inventories) is a plus.
- Proficient in Word, Excel, PowerPoint, SharePoint, Outlook, and MS Project.
- Strong interpersonal and communication skills (both written and oral).
- Ability to exercise independent judgment within generally defined practices and policies that lead to processes for achieving results.
- Ability to problem-solve and delegate appropriate tasks to collaborators and follow-up as needed to meet deadlines.
- Proven ability to manage in a fast-paced, highly fluid, interactive, matrixed environment.

iVexSol Inc., is an Equal Opportunity Employer who endeavors to create and maintain a diverse environment. We do not discriminate in recruiting, hiring, training, promotion, or any other employment practice for reasons of race, color, religion, gender, national origin, age, sexual orientation, marital or veteran status, disability, or any other legally protected status.

Job Band:

Salary/Equity: Competitive salary, Equity, Healthcare, 401k included, other benefits available.

Closing Date: TBD

Please send CV and cover letter to: Careers@ivexsol.com