
Purchasing Agent

SPAULDING CLINICAL aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking *research beyond results* to create a marketplace of safer drugs.

Original Date: 18 Jan 2012

Revision Date: 22 Apr 2019

Job Summary:

Responsible for management of all clinical supplies and equipment at Spaulding Clinical. Perform the ordering, receiving, tracking, and inventory of all supply stock. Responsible for tracking and managing all equipment calibrations and preventative maintenance (as assigned), and ensuring that each department remains compliant. Responsible for proper routing, storing, shipping and receiving, of all incoming and outgoing shipments, except PK shipments.

Essential Duties and Responsibilities:

- Work with Clinical Pharmacology staff to develop study specific supply order estimates, obtain approval for the order, receive order, reconcile packing slip and PR, and ensure it is appropriately stocked to the study floors in a timely manner for study conduction.
- Ensure accurate inventory of supplies on hand to determine final needed supplies for each study. Issue Purchase Requisitions (PR) for all needed supplies on each study according to Spaulding Clinical SOP's. Create and track PRs and minimize/condense supplies needed for each study onto each PR to minimize the number of PRs. Ensure collaboration on Just in Time ordering (approximately 2 weeks) with CRC and with Finance department.
- Work with Finance to qualify new suppliers for Clinical studies. Send out supplier surveys annually. Complete price and contract negotiations as needed and ensure knowledge and understanding of contracting process.
- Maintain great working relationships with multiple vendors to ensure the ability to obtain supplies for studies.
- Track and keep inventory of all supply that reaches Spaulding Clinical on a study specific level. Ensure supply requests are being submitted from all clinical areas by checking and documenting inventory in all areas on a weekly basis.
- Utilize FIFO (first in, first out) to release supplies to avoid waste on expired supplies.
- Keep supply area clean and organized. Manage study specific supply carts in all study conduct areas. Ensure study floors are well stocked with needed supplies and equipment.

- Coordinate with Stericycle services to ensure bio-hazardous waste pickups are prepared and are picked up according to contracted schedule.
- Ensure all assigned preventative maintenance and calibrations occur according to schedule, per SOPs. Ensure necessary equipment is ordered and calibrated timely. Keep accurate records of all calibrations and equipment rentals.
- Collaborate with Quality Department to own, develop, maintain, and ensure training and compliance with departmental SOPs and Work Instructions.
- Responsible for all shipments (FedEx, UPS, World Courier, etc.) from Spaulding Clinical Research. Must maintain accurate records of all items shipped and received from any department. Ensure backup personnel for shipments is trained properly (SOP and Shipping Log)
- Process all incoming items/supplies are handled to appropriate temperatures and delivered promptly to each SCR department per established guidelines and procedures. Communicate to the appropriate department the ETA or TAT on shipments.
- Responsible for departmental Quality Metrics and timely reporting of metrics data.
- Ensures timely investigation and completion of CAPA's.
- May assist in departmental internal audits.
- Creates and implements cost reduction opportunities and goals.
- Supervise and manage the Biomedical Technician. Perform all supervisory duties, as well as assigning workload.
- Perform other duties as assigned by manager.

Responsible for tasks/duties as per FM-501 Hazardous Communication Program and Procedure and FM-502 Exposure Control Plan and Procedure in the following roles:

- Personal Protective Equipment (PPE) Coordinator.
- Hazardous Material Inventory (HMI) Manager.
- Hazard Communication Plan (HCP) Administrator.

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

Skills/Qualifications:

- Must be detail oriented.
- Ability to read, write, and interpret the English language.
- Strong prioritization and time management skills.
- Highly organized and systematic.
- Ability to negotiate and sustain networking relationships.
- Demonstrates strong problem-solving skills.
- Must be results oriented, proficient at multi-tasking, quick learner, responsive to the urgent needs of team members, and able to meet deadlines.

- Self-motivated.
 - Basic knowledge and understanding of Quality Systems (SOPs, WI's, CAPAs, and internal audits).
 - The ability to communicate and work effectively with employees across all levels of the company.
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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
 - Ability to lift and/or move up to 25 pounds.
 - Specific vision abilities required by this job include clarity of vision both near and far.
 - Ability to identify and distinguish colors.
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Hazards:

- Potential for exposure to toxic or caustic chemicals.
 - Potential for exposure to blood borne pathogens.
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Education and Experience:

- High School Diploma required.
 - Related supply management experience preferred.
 - Excellent customer service skills required.
 - Previous Excel experience highly valued; ability to learn and utilize Excel required.
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Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.

Job Description

This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

Employee Name (Printed)

Date

Employee Signature