

Job description: Sourcing Professional

About Applied Biomimetic (AB)

Applied Biomimetic Inc. (www.appliedbiomimetic.com)

Applied Biomimetic is an international biomimetic engineering group that builds upon a simple but powerful concept: Nature's ability to separate chemical elements at the molecular level using highly specialized proteins as tools such as the selective aquaporin water channel that brought the 2003 Nobel Prize in Chemistry to its discoverer.

AB has developed a concept where they maintain the superior water transport capabilities of the aquaporin water channel while embedding it into a robust polymer structure thus allowing the company to make membranes applicable for industrial purposes.

AB is focusing on the development of a wide range of applications for its patented technology. The aim is to provide disruptive solutions for the water treatment, health, food, and other industries enabling these industries to enhance their products, reduce costs, and save energy. The membranes are designed to withstand changing and sometimes harsh environment in various industrial applications.

In order to further strengthen our overall development AB is looking to hire an experienced procurement and logistics individual to help us support our commercialization efforts and growing our business.

AB Inc. has more than 30 employees and we are located in Gaithersburg, Maryland.

Reporting Structure

This position is a direct report line to the Head of Business Processes & Admin.

Main tasks and responsibilities:

The Sourcing Professional will work with members of the team and external partners to develop strategic relationships with key suppliers, scout and develop new suppliers, support spending goals for the company and to provide the necessary processes for procurement, inventory keeping, logistics and general administrative support.

More specifically the tasks will involve:

- Responsible for working with the internal team to scout, find and develop new key suppliers
- Responsible for maintaining the supplier relationships that have already been developed.
- Responsible for the commercial negotiations with suppliers.
- Responsible for all ordering of production raw materials, chemicals, reagents, laboratory supplies and manufacturing tools incl. matching invoices with received goods and stocking.
- Identify new vendors and help evaluate the capability of new suppliers to meet quality standards.
- Gauging inventory levels and maintaining stockroom inventories of raw materials.
- Propose improvements to current purchasing system that will help improve vendor relationships, lower cost, and improve efficiency in doing business.
- Assist with in-bound logistics of purchases and resolve any issues that might arise in the process.
- Assist with out-bound logistics relating to shipment of finished products to customers
- Provide general support for management and other in-house projects

The qualified candidate must have:

- Associate or B.A. degree with 3-4 years of relevant experience in a similar position in manufacturing industry.
- Good communication and team working skills
- Ability to thrive in a fast paced environment and deliver results under pressure
- Ability to work independently and maintain a high level of quality in work
- A desire to work in a start-up production company and with a “can-do” attitude
- US work permit

Preferred Skills and Experience:

- OSHA experience and evt. certification
- Competency in an ERP system
- Adept in MS Office incl. Excel, Word and PowerPoint
- Results oriented, diligent, and with excellent analytical skills
- Self-motivated with drive, and a natural curiosity and interest in improving systems.

In addition to a challenging and interesting work environment and the opportunity to work in a company with ground-breaking technology we are offering an attractive compensation and benefit package incl. health, dental and 401k etc.

Please forward your resume to: resumes@appliedbiomimetic.com

