



Associate, Purchasing (part-time)
Reference 17-23

Posted: May 2017

About us:

At Arbutus we have a vision: to cure chronic Hepatitis B virus (HBV). We have a dedicated and innovative team and we are uniquely positioned to transform the HBV treatment landscape. We are developing a portfolio of drug candidates with multiple mechanisms of action that we believe will result in a combination therapy to cure HBV. Arbutus Biopharma has offices and research facilities in Burnaby, Canada and Warminster, Pennsylvania, USA.

About the role:

Arbutus has an opportunity for an Associate, Purchasing to join our team in Warminster on part-time basis (20-25 hours per week). The Associate, Purchasing will be responsible to support all purchasing activity for Arbutus' US Operations. The position will report to Sr. Director, Research Operations and work closely with Burnaby's Purchasing and Finance teams.

If you are looking to join a team with a proven track record in drug discovery and development, and are as passionate as we are, we want to hear from you.

Responsibilities will include:

- Executes and monitors all regular purchasing duties for Arbutus US Operations
- Supports Canadian purchaser as required to provide vacation coverage and balance work load
- Under direction of the Sr. Director, Research Operations, sources, selects and negotiates for best purchasing package (quality, price, terms, delivery and service) with suppliers and sub-contractors
- Prepares and processes purchase orders and documents in accordance with company policies and procedures (or specifications)
- Maintains knowledge of the market conditions and advises management on purchasing alternatives to assure a continued flow of materials to meet Arbutus's internal requirements
- Coordinates with user departments and suppliers in the purchasing scope of work for assigned projects
- Supports relevant departments with obtaining quotations
- Monitors and coordinates deliveries of items between suppliers to ensure that all items are delivered to site on time
- Sources new parts, suppliers or subcontractors when required
- Addresses issues related to damaged goods, returns and/or goods shipped in error
- Handles and monitors claims to factories and vendors for shortages and defective or missing parts
- Assists with investigating invoice discrepancies and invoice matching if necessary
- Provide back up to receiving function
- Ensures that all purchasing activities are conducted in compliance with any pertinent regulatory requirements, and in accordance with scientific standards, safety standards, ethical and professional values, established priorities, policies and practices of the Company
- Other duties as required

Qualifications:

- Degree (preferred) or Diploma in a related discipline and minimum 2 years of related experience, ideally in a life sciences environment, or equivalent combination of education and experience
- Experience working in a laboratory environment preferred
- Proven performer in a fast-paced dynamic working environment
- Strong interpersonal and communication skills
- Experience working with subcontractors / vendors
- Exceptional attention to detail
- Resourceful, and able to find and implement solutions to complex problems

Contact Information:

701 Veterans Circle
Warminster, PA 18974
e-mail: careers@arbutusbio.com
web: arbutusbio.com

How to Apply:

We invite you to send your cover letter and resume in PDF format, to careers@arbutusbio.com. Please ensure your submission is in PDF format (ideally in one document) indicating your surname in the filename (**for example: SmithJane-cover-CV.pdf**) and position title and reference number in the subject line of the email ("**Associate, Purchasing [17-23]**").

About your Application:

At Arbutus we value diversity and encourage applications from all qualified candidates.

We greatly appreciate your interest in being a part of our team; however, because of the volume of resumes received, we are only able to contact you should you be considered for a position. We will keep your resume in our database for one year, and contact you should a position that matches your skills become available.