



Sourcing Specialist, Clinical Trial Services

Job Profile: To ensure the timely provision of Comparative, auxiliary, and ancillary products through an audited and efficient supply chain. Under the direction of the line manager, ensure the best client service is offered and solutions from enquiry to delivery are provided to clients through the collaboration with the CTS BD and project teams.

Reporting to: Head of strategic sourcing/ Regional Strategic Sourcing Manager

Key Responsibilities:

Sourcing Capability

- Achievement of individual KPIs, agreed with line manager
- Source products ensuring route integrity and chain of custody transparency
- Proactively identify and report "Sourcing Gaps" within the sourcing group
- Provide timely and constructive feedback to line manager in order to contribute to the maintenance of Supplier Assessments as per current agreed format
- Engage in professional and ethical rapport with suppliers and manufacturers
- Collaborate with CTS peers in order to build a regional understanding of supply analysis and actively participate in building a supportive regional CTS team
- Working with project and BD teams to build a strong collaborative partner based relationship

Enquiry / Project support

- Maintain individual project tracker ensuring sourcing, delivery and aftercare responsibilities are kept up to date
- Execute sourcing requirements for clinical trial projects against agreed KPIs & timeframes
- Liaise with Group support functions and suppliers to ensure the delivery against awarded projects
- Provide excellent customer service to all internal and external clients requiring product(s) from exclusive distribution agreements
- Provide relevant feedback to line manager regarding client [internal and external] service feedback and action improvements where opportunity exists
- Work effectively with project management, peers and BD team to identify, understand and help manage client relationships, expectations and service
- Contribute to the comprehensive reporting for both the Customer Relationship Management tool and the Delivery Schedule in a timely manner
- Adhere to compliance and traceability expectations throughout the project supply chain

- Ensuring all license documentation is in place when considering specific distributor/supplier options
- Collaborate with the CTS team to identify opportunities to improve supplier, manufacturer and client experience

Personal

- Develop a working knowledge of all of the businesses in the Clinigen Group
- Contribute as an effective member of the Clinigen CTS team
- Adopt a client-centric focus and that high levels of service [internal and external] is engrained into all aspects of the role.
- Operate in the role according to the Clinigen Values and lead by example
- Follow all relevant Standard Operating Procedures and regulatory requirements relevant to the role
- Maintain a good understanding of the regulatory environment directly impacting the provision of CT supplies
- Liaise with internal partners to support and improve the quality of service offering to clients

Additional duties:

The list of duties is not intended to be exhaustive, but gives a general indication of the tasks involved. It is the nature of the company that tasks and responsibilities are, in many circumstances, unpredictable and varied. All employees are, therefore, expected to work in a flexible way when the occasion arises and acknowledge that tasks not specifically covered in their job description are not excluded.

Skill Requirements:

- Ideally educated to degree level or equivalent.
- Proficient in the use of Microsoft packages (PowerPoint, Word, Outlook and Excel etc.)
- Knowledge of working within MHRA license requirements - not essential but would be beneficial.
- Understanding GDP – not essential but would be beneficial
- Experience of working in a high performing team