

Job Description Fixed-term contract

We would be glad to receive your application (CV) at recrutement@ose-immuno.com

1. Job Title

Clinical supply coordinator

2. Summary of key job aspects

The clinical supply coordinator reports to the Clinical packaging and supply chain manager and he/she assists in all aspects of Clinical supply.

3. Responsibilities

Monitors domestic and international distribution/logistics for clinical studies or for manufacturers and QC labs, including support of import and export.

Monitors all shipments for temperature excursions, returns and destructions and follow up accordingly.

Reviews depot and site inventory reports for activity and accuracy and provides these on request to project teams.

Requests drug shipments to depots as required.

Monitors drug expiration and reviews supply/re-supply settings at clinical sites using IXRS systems.

Collaborates with the Clinical team and the distribution depot to ensure timely follow up on shipping related issues.

Attends Clinical team meetings and provides updates on supply related topics.

Accepts increased responsibility in these specific areas: inventory management, clinical interaction, packaging, labelling and distribution (including cold chain, global import/export and reverse logistics).

Assists with monitoring the performance of suppliers.

Investigates any items not delivered.

Provides general administrative assistance.

OSE Immunotherapeutics

Limited Company – Capital of 3,029,504.80 euros
Headquarters: 22, boulevard Benoni Goullin – 44200 Nantes, France
Paris Office: 100, Avenue de Suffren – 75015 Paris, France
Nantes Trade register number: 479 457 715

4. Minimum Qualifications/Experience

- a) Bachelor's degree or equivalent
- b) 2 to 5 years min. of experience in supply chain
- c) Familiar with safety and procedural best practices in supply chain management and Good Manufacturing and Distribution Practices

5. Personal Attributes

- a) Dynamic and proactive
- b) Good problem solver
- c) Keen sense of anticipation and "thinking ahead"
- d) Disciplined and very well organized
- e) Persuasive, but also able to diplomatically say "no"
- f) Excellent communication and interpersonal skills

6. Job status and location

The contract is a fixed-term contract of 6 months, beginning in May 2022.

The position is based in Paris, France. English speaking and writing is required.