



Title: Supply Sourcing Specialist

Location: Worcester, MA

Reports to: Assoc. Director of Supply Chain

Overview:

This position will fulfill and execute roles and responsibilities to effectively support Mustang's supply chain function. The Supply Sourcing Specialist will have operational responsibilities to maintain optimal supply availability to ensure manufacturing and product development execution as per the established schedule; participate in sourcing and negotiations planning, competitive price and cost analysis, contract development, and ongoing supplier management and risk management

Specific Responsibilities:

- Effectively support all day-to-day operations of supplies procurement, including purchase order generation, supplier forecasting process, and company policy enforcement.
- Analyze procurement needs based on material requirements plan and internal purchase requisitions. Schedule orders and requirements by analyzing changes in forecasts, inventory levels, production schedules.
- Monitor and execute the end-to-end process related to standard procurement, including order placement, monitoring, expediting/de-expediting, and invoice issue resolution.
- Collaboratively evaluate, identify, and implement appropriate sourcing and inventory strategies for critical raw materials.
- Participate in the supplier approval and supplier change notification review process, and in the identification and development of new suppliers.
- Set up and maintain required master data in SAP to ensure proper execution of procurement activities.
- Oversee material procurement requirements for new product transfer.
- Maintain, review, and communicate appropriate metrics and key performance indicators and identify problem areas for root cause and remediation.
- Develop and maintain effective working relationships with business partners and stakeholders, both internal and external.
- Lead and manage projects to implement process improvements.
- Ensure process documentation is current and accurate as per company procedures.
- Other duties as assigned by the Supply Chain department.

Qualifications and Experience:

- Bachelor's Degree or equivalent. Advanced degree a plus.
- 3+ years of supply chain sourcing experience in a manufacturing environment.
- Biotech or pharmaceutical experience required. Cell therapy experience a plus.
- Experience working with an ERP system; SAP desired.
- Experience with cGMP, biologics, cold chain, and clinical operations is highly preferred.
- Experience managing complex schedules and priorities in dynamic environments.
- Ability to conform to shifting priorities, demands, and timelines through analytical and problem-solving capabilities.
- Excellent interpersonal, verbal, and written communication skills are essential in this collaborative work environment.
- Comfortable in a fast-paced small company environment with minimal direction, with ability to adjust workload based upon changing priorities.
- Knowledge of the laboratory environment.



Knowledge, Skills, and Abilities:

- Essential computer system experience with Microsoft Office and ERP systems.
- Good math, comprehension, organizational skills.
- Strong attention to detail and sense of urgency.
- Fast learner, able to perform self-training and learn new processes in a fast-paced environment.
- Able to work with minimum supervision and manage multiple tasks and priorities effectively.
- Excellent interpersonal skills and ability to communicate professionally and articulately with internal and external partners at all levels of the organization—written and verbal.