



JOB DESCRIPTION

Supply Chain & Quality Manager - MEA

Emmaus Medical, Inc. is a biopharmaceutical company, located in Torrance, CA (Los Angeles County), engaged in the discovery, development and commercialization of innovative treatments and therapies primarily for rare and orphan diseases. We are initially focusing our product development efforts on Sickle Cell Disease, an inherited genetic disorder. Our mission is to improve the lives of people in need.

I. POSITION SUMMARY:

As the Supply Chain & Quality Manager, it's your responsibility to collaborate with cross-functional partners across MEA markets to lead various continuous improvement projects related to inventory management. Ensure appropriateness of demand & phase-in/out planning processes, cost-effective product flows and other supply chain optimization efforts. The position will report to the Director of Commercial Operations – MEA and will support the business in all supply chain aspects.

KEY TASKS AND RESPONSIBILITIES:

- Manage the entire process in the planning of procurement and supply chain activities, inventory control, logistics and distribution, ensuring effectively-functioning processes to avoid costly delays and lost opportunities.
- Responsible for customer and supplier qualification process and management/improvement of this process.
- Be the primary point of contact for distribution in the MEA region.
- Develop and implement an effective supply chain and quality management SOP process.
- Responsible for managing suppliers and logistics service providers according to agreed SLA.
- Sales and commercial planning analysis regarding markdown and price strategies.
- Product Life Cycle Management and inventory control.
- Develop analytical solutions to improve Supply Chain metrics and commercial planning; increase efficiency while optimizing cost structure of Supply Chain.
- Lead the transformation of the Supply Chain Planning operation in line with or ahead of the demands of our businesses.
- Provide timely and accurate communication, both written and verbal as appropriate, regarding supply chain changes.
- Prepare, summarize and present data accuracy, delivery performance and other key metrics to assess performance, modify production plans and assess/prioritize focused improvement efforts.
- Establishes back up plans for scenarios related to potential changes in product offerings, customer volumes, manufacturing changes, etc.

- Represents the supply chain program management function in working with sales, customer service, and other departments as necessary to resolve issues.
- Develop and maintain excellent cross-divisional, cross-functional and multi-geographical relationships with key business partners.
- Maintains positive and cooperative communications and collaboration with all levels of employees, customers, contractors, and vendors.
- Managing supplier database and maintaining products files up to date.
- Establish and maintain internal and external Quality Agreements.
- Ensure that self-inspections are performed at appropriate regular intervals.
- Provide quality oversight of local GMP/GDP activities, e.g. local (re)labelling/(re)packaging, cold chain management, temperature excursion management, method transfers, etc.
- Perform batch releases and/or duty of care releases, in compliance with the applicable local regulations and local procedures, prior to distribution/sale within country.
- Establish and lead internal audit / self-assessment program, to evaluate compliance with product quality systems and processes in the Middle East, and to identify improvement opportunities.
- Perform other duties as assigned.

SKILLS AND REQUIREMENTS:

- Bachelor's degree Supply Chain Management, Logistics, Engineering or an equivalent combination of education and work experience.
- Minimum of 8 years of progressive experience in supply chain.
- Experience in the Gulf pharmaceutical market is desirable.
- Experience working with different stakeholders across MEA Region.
- Strong quantitative & qualitative analysis skills, including a comfort working with large data sets.
- Strong analytical, strategic and problem-solving skills required.
- Strong MS Excel and quantitative analysis/ability while working with large data sets.
- Project management skills—ability to manage complex projects and programs. Ability to pull the appropriate functional and geographic functions together to support initiatives.
- Ability to work within a team and as an individual contributor in a fast-paced, changing environment.
- Excellent written and verbal communication skills complemented with the ability to problem solve independently.
- Result oriented, hardworking, with excellent communication and presentations skills.
- Ability to meet deadlines and handle challenging assignments.
- Agile mindset.

MINIMUM REQUIREMENTS:

- B.S. or B.A. degree required.
- Minimum of five years of experience as a Supply Chain Manager / Supply Chain Supervisor is required.
- Logistics and supply chain management in a healthcare environment is preferred.
- Proficiency in Microsoft Word and Excel.
- Administrative excellence is required, including call reporting, budget management, expense reporting, special projects, etc.

II. COMPLEXITY OF WORK:

Requires good verbal and written communication skills, tact, accuracy, and the ability to prioritize work and work well under extreme pressure. Ability to work independently and interface with various levels of administration and management. Must maintain all levels of confidentiality and have a professional, positive attitude towards the job.

III. SUPERVISION OF OTHERS:

No.

IV. RESPONSIBILITY FOR ACCURACY AND SERIOUSNESS OF ERROR:

Errors have the potential to be extremely costly. Problems can arise if duties are not fully or properly performed, e.g., grant deadlines are not met. Financial loss to Emmaus Medical can result from errors.

V. RESPONSIBILITY FOR CONFIDENTIAL INFORMATION:

The majority of information processed by the Supply Chain & Quality Manager is extremely confidential and requires utmost discretion in handling. In addition, the Supply Chain & Quality Manager is often referred sensitive requests for information, which may involve other office staff. The Supply Chain & Quality Manager is required to keep this information confidential and not discuss it with the other staff members in the office.

VI. UNUSUAL JOB REQUIREMENTS:

May be required to perform other duties as appropriate to the needs of Emmaus Medical that are not listed and in addition to this job description.