

Celyad Oncology is looking for a **Procurement & Supply Chain Manager**. The successful candidate will be based in Belgium and will report into the **Head of Cell Therapy Manufacturing Unit** in Mont-Saint-Guibert.

### Role & Responsibilities

- Lead procurement strategy and operations related to goods and technical services, including :
  - Manage procurement activities to successfully support internal stakeholders requirements (e.g. R&D, manufacturing, finance, accounting, legal...).
  - Draft, review, negotiate, maintain contracts and other business documents while ensuring quality, assurance of supply, service, innovation, cost-effectiveness, timely delivery and adherence to company policies, legal requirements, and compliance.
  - Design and manage the RFP processes to support business requirements. Prepare competitive bid packages, review proposals, negotiate prices, recommend, and select suppliers, analyze trends, approve orders, and maintain necessary records.
  - Develop key suppliers relationships and lead business review meetings.
  - Work with internal stakeholders on problem resolution and drive continuous improvement efforts from supplier.
  - Maintain positive and collaborative relationships with the suppliers.
  - Set-up and lead a supplier performance management and development program.
  - Identify and implement improvement opportunities and build a culture of long-term saving on procurement costs.
  - Integrate procurement into core business processes.
  
- Lead supply chain strategy and operations, including :
  - Manage supply chain activities and capabilities to successfully support internal and external stakeholders requirements (e.g. clinical sites, R&D, production, QC, infrastructure ...).
  - Ensure supply chain areas and operations remain in compliance with GxP and safety requirements.
  - Ensure compliance to SOPs, Quality Systems (Deviations, Change Controls, Corrective Action /Preventative Action), and Protocols.
  - Identify and implement continuous improvement to processes, standards, and ways of working.
  
- Be responsible for the direct supervision of Specialists, Purchasers and Technicians (4 people). People development and management responsibilities to include new hires selection and onboarding, regular feedback and skills development, documentation and delivery of annual performance reviews, on-going coaching and counseling, determination of necessary resources and implementation of strong team spirit
- Manage department budget
- Ensure proper communication and cooperation between departments and with external stakeholders.
- Set, monitor, and report metrics to track department performance and drive continuous improvement initiatives.

- Be responsible for monitoring and reporting of the progress of the department projects, identifying, and managing risks and proposing priorities.
- Act as company representative towards visitors and authorities.

### **Qualifications & Experience**

- Master Degree in Business, Economics, Supply Chain, Engineering, other related discipline or equivalent relevant experience
- Minimum of 10 years of relevant business experience
- Minimum of 5 years experience in procurement function
- At least 3 years experience in pharmaceutical or biotech industry
- Solid understanding of GxP supply chain operations
- Successful experience in contract negotiation and management
- Good understanding of business and contract law
- Professional certification in purchasing or supply chain is a plus (e.g. from EIPM, APICS, ISM etc.)
- Successful experience in managing teams is a plus

### **Skills & Competencies**

- Strong negotiating skills
- Excellent interaction & communication skills, required to work across departments
- Ability to work independently
- Highly developed organizational skills
- Ability to solve complex problems and taking a broad perspective to identify solutions
- Work precisely according to procedures, rules, and regulations
- Can do attitude and Hands-on approach
- Self-motivated, enthusiastic personality, team player
- Languages: Fluent in English and French
- Proficient user of Microsoft Office applications

For more information about this position or about the Company, please contact us by email at [job@celyad.com](mailto:job@celyad.com)

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### **About Celyad Oncology**

Celyad Oncology is a clinical-stage biotechnology company focused on the discovery and development of chimeric antigen receptor T cell (CAR T) therapies for cancer. The Company is developing a pipeline of allogeneic (off-the-shelf) and autologous (personalized) CAR T cell therapy candidates for the treatment of both hematological malignancies and solid tumors. Celyad Oncology was founded in 2007 and is based in Mont-Saint-Guibert, Belgium and New York, NY. The Company has received funding from the Walloon Region (Belgium) to support the advancement of its CAR T cell therapy programs. For more information, please visit [www.celyad.com](http://www.celyad.com).