



The Company:

OrganaBio is a Miami-based startup that will supply primary cells, cell-derived products (conditioned media and exosomes), and GMP manufacturing solutions to the regenerative medicine industry. OrganaBio's vision is to transform a world of cell and gene research to a world of cell and gene therapies. We cater to the market segments that the major suppliers ignore. At OrganaBio, we empower our customers' people, process and products on their journey to commercialization. OrganaBio has closed a Series A financing round and is assembling a team of established, highly-motivated individuals who can thrive in a fast-paced startup environment.

The Role:

OrganaBio is seeking an experienced Materials Manager to support our inventory and purchasing operations ensuring all our departments have adequate access to the materials they need. This role will collaborate with cross-functional teams to oversee the supply chain activities. This Manager level hire will maintain budgets, analyze materials, research and communicate with vendors.

Primary Job Responsibilities:

- Manages material procurement, new vendor setup, price negotiation, and ordering
- Oversees materials and inventory management.
- Manages invoicing, accounts payable, and budget tracking
- Collaborates and coordinates with QA, QC, and PPD teams to plan forecasting models.
- Assists in contract management (NDAs, MTAs, and SOWs)
- Initiate change controls in compliance with internal procedures.
- Facilitates weekly or as needed cross functional procurement planning meetings.
- Works cross functionally to support vendor qualifications.
- Create procedures applicable to the roles and responsibilities defined.
- Records and assesses all materials quality, movement, and expenditure
- Manages the distribution of supplies and allocation of resources in the organization
- Manages PO requests and vendor information
- Works with management to identify supply needs
- Prepares and file detailed records on procurement activity, quantity, and vendors
- Manages logistics of all aspects of supply chain, from product development to the shipment of finished items.

Primary Job Requirements:

- Bachelor's degree in Logistics or relevant field
- A minimum of 5 years' experience in a similar role
- Proven managerial experience is a bonus
- Solid understanding of supply chain and inventory management systems
- Advanced knowledge of forecasting and budgeting processes
- Understanding of accounting or finance
- Must be able to comprehend legal documents and negotiate supply agreements
- Outstanding oral and written communication skills
- Excellent leadership skills
- Analytical mind with excellent problem-solving abilities

Qualified applicants should send CV or resume to careers@organabio.com.