Title: Supply and Sample Manager

Line Manager: VP, Portfolio project management
Location: Paris, France
Employment type: Full-time

Our company

SparingVision is a genomic medicines company, translating pioneering science into vision-saving treatments. The Company is supported by a strong, internationally renowned team who aims to harness the potential of genomic medicine to deliver new treatments to all ocular disease patients as quickly as possible. SparingVision has raised €60 million to date and recently signed a deal with Intellia Therapeutics to use Intellia editing technology in eye diseases. The company was founded in 2016 and employs 25 people in France and in the US and has an ambitious growth plan over the next two years.

For more information on the company, please visit the website at: https://sparingvision.com

Job summary

The Supply and Sample Manager will drive the strategy and execution of SparingVision clinical supplies, IMP/NIMP and biosamples shipment and storage through the alignment with clinical, nonclinical and CMC needs in accordance with quality, budget and timelines constraints. The Supply and Sample Manager will establish and improve supplies and samples storage and tracking processes and tools.

Responsibilities

- In the context of clinical studies: management of clinical supplies and human samples
  - Identification and selection of the vendors/CRO
  - Coordination of vendors/CRO and investigational sites
  - Management and follow-up of direct supply and shipment (delivery times, transport costs and efficiency, inventory, adequate schedule of shipments…)
  - Budget management (tracking and validation of contracts/invoices/amendments)
- In the context of nonclinical studies: management of biosamples

    - Coordination with SparingVision Subject Matter Expert(s) and/or the external partners (CDMO/CRO, biorepository); request quotes, timelines, contact information, etc.
    - Shipment handling and follow-up: preparation and review of the travel documentation and export/import permits for international shipments: request quotes from the carrier, export/import permits review, custom invoice, end use letter, USDA statements etc.
    - Management, tracking and close follow-up of the incidents
    - Inventory management: maintain up to date the inventories (test article, biological samples, supply…)
- In the context of Bioanalytical assays: Management of reagents shipment
- Storage management of the IMP/NIMP, the raw materials (MCB, plasmids), products (GMP and non GMP) and the biobanking
    - Selection of the vendors: cost effectiveness analysis, GDP compliance, storage site location
    - Management and closely follow-up of the vendors
    - Budget management: tracking and validation of contracts/invoices/amendments

Qualifications

- Master or Engineering degree or equivalent
- At least 5 years of relevant experience in pharmaceutical development in the biotech/pharma industry
- Fluency in French and English, both written and oral
- Action planner, ability to challenge, ability to meet and enforce deadlines
- Strength of proposal, organization skills
- Team oriented
- Computer skills including proficiency in MS Offices softs,
- Ability to review processes and identify the critical elements,
- Able to demonstrate leadership skills and highly motivated.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related assigned duties.