

## **Job Title: Procurement Manager**

### **A little about us:**

The Lieber Institute for Brain Development was conceived from the realization that a new approach is needed to fully exploit the unprecedented scientific opportunities to accomplish the critical goal of helping affected individuals and their families. The Lieber Institute aims to transform the research landscape in two ways: by providing new tools for scientific discovery and by developing new collaborative approaches to achieve our ambitious mission.

The mission of the Lieber Institute for Brain Development is to translate the understanding of basic genetic and molecular mechanisms of schizophrenia and related developmental brain disorders into clinical advances that change the lives of affected individuals. We are an independent 501(c)(3) medical research institute located in the Bioscience Park on the campus of the Johns Hopkins School of Medicine and Hospital.

The Lieber Institute offers a generous benefits package which includes paid holidays, sick, personal and vacation time off.

### **Job Summary:**

The successful candidate will be responsible for the procurement of all materials for the scientific and business efforts at the Lieber Institute. We expect that you will purchase material to fulfill the needs of the end user at the best possible price and terms. That involves having superb communication and collaboration skills in order to understand the end user needs, as well as sophisticated negotiating skills to purchase at the best possible price. You will pride yourself on being as cost effective as possible so that funds can be used on additional scientific programs to achieve the Institute's mission.

In this newly created position, you will establish purchasing processes, policies and procedures to make it easy for the end users to obtain material when it is needed. A key component of your position will be to ensure that purchases made for externally funded programs are appropriately approved and allocated as per the terms and conditions of the grants and/or contracts. You will be responsible for tracking all purchase orders and communicating the status to the end user, as well as proactively finding alternatives if necessary. Your position is expected to closely assist in monthly reconciliation activities on all LIBD grants and contracts.

You will report into the department of Alliances and Research Administration and will work closely with Project Management and with the Finance department to ensure that both the end user and the Lieber Institute are well served.

### **Key responsibilities:**

- Goes "above and beyond" what is required to provide exemplary end user service.
- Establishes processes, policies and procedures to create a purchasing function.
- Establishes metrics for the purchasing function.
- Develops a collaborative relationship with both the scientific and the support staff to understand their needs.
- Becomes knowledgeable regarding the best products on the market to enhance the scientific effort. Proactively sources material in support of individual scientific efforts.

- Manages, documents and distributes acquired goods daily. Tracks every purchase and communicates status and changes to the end user.
- Becomes knowledgeable about all grants and contracts in order to appropriately submit purchased items for funding.
- Negotiates pricing agreements and non-agreement pricing.
- Reconciles all aspects of orders including grant/contract close out.
- Communicates and builds relationships with vendors.
- Interacts effectively and respectfully both internally and externally.
- Maintains the highest ethics and standards in conducting procurement functions.
- Establishes monthly metrics.
- May perform other duties as assigned.

### **Minimum Qualifications (Mandatory):**

Education: Bachelor's degree in business, purchasing or related field

Experience:

- Three to five years doing all aspects of procurement
- Experience in a research or biotechnology laboratory procuring lab equipment, instruments, consumables, chemicals, specialized reagents is required

### **Special Knowledge, Skills, and Abilities:**

Collaborative person who is proud of their important role in the scientific discovery process.

Demonstrated results in producing cost savings

Driven by providing quality service along with an attention to detail

Excellent communication and negotiation skills

Clear, concise written and verbal skills

Proficient with Microsoft Office suite

### **Physical Requirements:**

- Incumbent is required to work in an office and a laboratory environment with some exposure to noxious fumes, chemicals, biological materials and organisms, and equipment.
- Must be able to move about the office and campus as well as remain stationary for extended periods of time.
- Physical dexterity sufficient to move body frequently around laboratory equipment and instrumentation.
- Ability to continuously operate a personal computer for extended periods of time
- Visual acuity as well as mental acuity sufficient to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions are required
- Ability to speak and hear well enough to communicate clearly and understandably with sufficient volume to ensure an accurate exchange of information in normal conversational distance, over the telephone, and in a group setting
- Physical dexterity sufficient to use hands, arms, and shoulders repetitively to operate a keyboard and other office equipment, use a telephone, access file cabinets and other items stored at various levels, including overhead
- Ability to lift or move objects up to 25 lbs.

**To Apply:**

Please submit your resume at [jobs@libd.org](mailto:jobs@libd.org) with the subject line, "Procurement Manager".

**EEOC Statement:** The Lieber Institute for Brain Development is proudly an equal employment opportunity and equal professional advancement employer. Employment decisions at the Lieber Institute for Brain Development are based on merit, qualifications, and abilities. It is our policy that the Lieber Institute does not discriminate in employment opportunities on the basis of race, religion, color, sex, age, marital status, national origin or ancestry, citizenship, physical or mental disability, sexual preference/orientation or veteran status with regard to any position or employment for which the applicant or employee is qualified.