



Director of Corporate Procurement and Logistics

About MaxCyte:

MaxCyte is a leading provider of cell-engineering platform technologies to advance innovative cell-based research, development, and commercialization of next-generation cell therapies. The company's existing customer base ranges from large biopharmaceutical companies — including 20 of the top 25 pharmaceutical companies based on 2020 global revenue — to hundreds of biotechnology companies and academic translational research centers. MaxCyte has granted 16 strategic platform licenses to commercial cell therapy developers that allow for more than 75 clinical programs. Founded in 1998, MaxCyte is headquartered in Gaithersburg, Maryland, US.

Job Summary

The **Director of Corporate Procurement and Logistics** will be responsible for all aspects of managing the Company's global supply chain and logistics activities, including purchasing of materials, logistics, distribution, inventory management, production planning, warehousing, transportation, and trade compliance. The director will also be responsible for strategic sourcing activities, category management, ensuring an uninterrupted supply of quality materials and adequate lead-times based on market conditions and regulatory requirements. This position will report directly to senior leadership and present regularly to executive management.

Job Responsibilities

- Lead all aspects of procurement and logistics including day-to-day operations.
- Develops, implements, and maintains policies, procedures, and material control systems to reduce costs, streamline procedures, and implement solutions.
- Identify supply chain risk and build strategies to ensure a continuous supply of materials in line with market demand, including negotiate Supplier and Vendor agreements in partnership with MaxCyte's legal team.
- Identify areas for cost containment and implement strategies for continuous improvement.
- Collaborate with engineering, R&D, and quality to ensure supply chain considerations are inherent to new product development activities.
- Work with sales, accounting, and manufacturing leadership on forecasting demand

and managing production build schedules.

- Collaborate with accounting and finance on cash management and cash flow forecasting.
- Build strategic alliances with key suppliers and position the company as a preferred customer across the supply chain.
- Work in coordination with Quality Assurance leadership on supplier qualifications and supplier management, including supplier corrective actions as needed.
- Implement logistics schedules and ensure appropriate storage and shipping conditions.
- Analyzes and recommends transportation and freight costs, as well as appropriate routing and carriers to be used.
- Ensure compliance with international trade and customs requirements.
- Establish and report on key performance indicators.
- Manage Purchasing, Warehousing, and Logistics teams. Corporate Procurement and Logistics include all procuring activities to acquire technologies and supplies for Marketing, R&D, Engineering, Operations, HR, Sales, Accounting and Finance and Administration.
- Build a culture of excellence, including employee engagement and development.
- Communicate Customs delays and support clearing those delays

Job Qualifications

- **Education:** Bachelor's or advanced degree preferred in Supply Chain Management, Business/Finance or Engineering. Certification by an accredited national professional purchasing organization preferred.
- **Experience:** 10-15 years of progressive responsibility in Supply Chain, Procurement, and Logistics leadership in a manufacturing environment, including 5 years in a supervisory capacity.
- Experience working in a highly regulated manufacturing environment under ISO or FDA quality management.
- Proven track record of negotiating supply agreements and managing strategic alliances.
- Experience in forecasting and demand planning.
- Strong logistics knowledge, including international shipping and INCO terms

- Proven track record with identifying and implementing continuous improvement initiatives.
- Strong acumen in data analysis – Excel or Database management
- Experience working with ERP/MRP systems – NetSuite experience a plus.
- Strong oral/written skills and the ability to perform with a high degree of diplomacy, integrity, confidentiality, and professionalism are required.

MaxCyte, Inc. is an equal opportunity employer. To apply, please send your resume and/or cover letter to careers@maxcyte.com. Please reference **Director of Corporate Procurement and Logistics** in the subject line.