



Job Title: Supply Chain Specialist

Location: Bridgewater, NJ

Solaris Pharma Corporation is a leading specialty pharmaceutical company committed to the development and commercialization of high-quality, specialty pharmaceutical products. Solaris Pharma Corporation employs an experienced R&D and management team focused on right-first-time development while maintaining the highest quality standards. With a strong financial position and employee centric focus, the company strive to be a pacesetter in the specialty pharmaceutical market.

Responsibilities:

- Support launch planning and commercial sourcing activities including but not limited to API, Excipients, lab supplies, components, etc. as needed.
- Communicate Solaris requirements (product forecasts) consistently with manufacturing sites and vendors to ensure that there is sufficient inventory of product at our warehouse
- Manage supplies of long lead items like tubes and certain raw materials acutely to ensure that all supplies are available to prevent any delays in product shipment
- Alert management on potential issues in the supply chain and execute on tasks related to resolving the same
- Keep a up-to-date inventory of all supplies and associated lead times for delivery for all products current
- Assist in the release and shipment of finished product from the manufacturing site to the 3PL warehouse facility
- Assist in all opportunities targeted towards reducing the prices of items in the supply chain with the aim of reducing overall cost of goods
- Review purchase requisitions for manufacturing and procuring other supplies for completeness and compliance with all applicable policies and procedures. Includes reviewing the supplier selected for the item/service, support documentation, payment terms, alignment of back up documentation to requisition and clarity of description.
- Assist with analyzing proposals/quotations for goods and services (as required).
- Generate Purchase Orders (POs) and communicate them to vendors in a timely manner.
- Manage shipment, pick-up, and delivery of the item(s) as needed by providing supporting documentation for transportation, customs clearance (using customs broker), etc.
- Work with requisitioners to ensure change orders and other updates to POs are completed accurately.
- Assist in generating inventory reports on as needed basis for executive management.
- Resolve inquiries and professionally escalate concerns as needed.
- Support finance (accounts payable) group on an as needed basis related to POs/PRs and reconciliations.
- Learn new tasks and processes as they are developed and implemented to support overall growth of the organization.



Qualifications:

- Bachelor's Degree in a technical field such as Chemistry, Life Sciences, etc. preferred.
- 0-2 yr. of relevant procurement/supply chain experience preferred
- Demonstrated interpersonal skills with an ability to communicate at all levels to maintain relationships and cooperation in pursuing organizational goals.
- Ability to influence, negotiate, and resolve conflicts to reach consensus around common goals.
- Self-starter who is able to effectively lead multiple projects simultaneously.
- Must possess excellent oral and written presentation skills.
- Proficiency with Microsoft Outlook, Excel, Word, PowerPoint, and Project Management.