

VENDOR MANAGER

KAUNAS, LITHUANIA

Biomapas – Clinical Trials & Regulatory Solutions.

Biomapas is a team of experts providing clinical development, regulatory affairs and pharmacovigilance support for Biotech, Pharma and Medtech companies. For more than 15 years Biomapas is supporting companies in Europe and CIS region. At the moment we are looking for motivated person with strong managerial skills to join our team in **Vendor Manager** role.

Vendor Manager is responsible for coordinating, building and maintaining all aspects of Vendor-Biomapas relationships with direct reporting to Associate Director Business Development. The person for this position requires outstanding managerial, communication and negotiation skills, as well as good time management proficiency.

Responsibilities and Main Job Tasks

1. Conduct constant vendor search and selection world-wide, coordinate new vendor approval process;
2. Collect, manage and continuously supervise all vendor related documentation including but not limited to Quality Assurance Questionnaire, CV, Confidentiality Agreement, Master Service Agreement, Service Order, etc.;
3. Coordinate new vendor on-boarding by conducting due diligence in the areas of quality, technical set-up (e.g. IT structure), operational systems and financial stability;
4. Coordinate and supervise trainings for new and contracted vendors;
5. Build and maintain close relationship with existing vendors, troubleshoot all vendor problems and present to operational departments or management as required;
6. Coordinate vendor quality related aspects in close cooperation with Quality Assurance Department, initiate audits of existing vendors, supervise, monitor KPIs, and perform annual evaluation;
7. Continuously monitor vendor cost-effectiveness in close cooperation with Financial Department, initiate vendor change, if applicable;
8. Perform as functional bridge between vendors and operational departments;
9. Continuously identify points for improvement and implement changes related to vendor management processes.

Education, Experience, Competencies

- University degree, preferably in Life Sciences and a minimum of 3 years operational management, staff management, project management, and/or process improvement work experience;
- Excellent knowledge of English and Russian, both verbal and written;

- Excellent verbal and written communication, teaming and problem-solving skills;
- Self-motivated and detail-oriented, with a strong mindset for continuous improvement, simplification, automation, and a natural curiosity to understand the end-to-end processes and customer experience;
- Ability to thrive in a fast-paced environment with a keen understanding of cross-organizational impacts to predict and mitigate downstream issues/delays;
- Ability to contribute to operational analysis and reporting;
- Effective time management skills and ability to use judgment on prioritizing tasks;
- Excellent MS PowerPoint, Excel, Word skills;
- Critical thinker with strong problem-solving skills, negotiating and analytical skills;
- Ability to summarize facts, variables, alternatives, and potential outcomes to assist decisions-making;
- Detail oriented individual capable of completing reporting and analytics accurately, on a timely basis, and in a presentable manner.

If you have any questions or would like to find out more about this role, we would be glad to discuss it with you. Please, contact us by e-mail personalas@biomapas.eu.