



# Example of Supply Associate Job Description

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Our innovative and growing company is hiring for a supply associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for supply associate

- Complete any and all required documentation, assignment sheets, checklist, stat room requisitions, expiration date checking, repair or maintenance request tag, return authorization (RGA) forms, clean supply room auditing checklist, and time sheets according to department policies and procedures
- Exercise appropriate body mechanics when moving a cart
- Attendance Tracking for 200 employees
- Financial Reporting for Global Compliance
- Enter Spreadsheet data into Excel and analyze data as requested
- Individual must be flexible and able to work in a fast-paced and ever-changing environment
- Ensure all new invoices from supply chain and freight carrier area are captured and moved through the workflow
- Maintain operational processes to support greater workflow and management efficiencies
- Assist in special invoicing projects related to supply chain as assigned
- Actively participates in/co-leads contract negotiations with assigned suppliers

## Qualifications for supply associate

- Experience with supplier relationships is a plus
- BA/BS in Biology, Chemistry, or Supply Chain
- 5 years experience in Supply Chain Experience with FDA-regulated industry, working in commercial/clinical manufacturing environment
- Planning process, such as manufacturing orders and Bills of Materials a plus

