Material Management Associate III
Job Code 390GDB

Description

Fate Therapeutics is currently seeking a motivated individual to support raw material management at Fate's manufacturing facility. Individual will be responsible for receiving, inspecting, disposition, and stocking cGMP and non-GMP supplies for cGMP manufacturing and Process Development activities at Fate. Individual will perform supporting task such as shipping, cycle counts, data entry to maintain a cGMP inventory system thus ensuring all our departments have adequate access to the materials they need. Fate's development programs involve novel cell therapeutic products which present unique product manufacturing and quality opportunities. This is a full-time position currently reporting to the Supply Chain Senior Manager and is located at our corporate headquarters in San Diego, CA.

Responsibilities:

- Perform materials management operations, including receiving, storage, shipment, inventory management, and order processing of all materials for Fate internal and external manufacturing.
- Collaborate with laboratory and manufacturing personnel to ensure effective management of raw materials supply to support in-house and external manufacturing operations.
- Distribute materials and stock inventory for in-house GMP manufacturing and laboratory suites.
- Work with the electronic and paper-based inventory system to manage/release GMP materials for production.
- Complete daily inventory transactions.
- Coordinate and perform disposition of all expired materials and maintain applicable documentation.
- Monitor temperature conditions of refrigerators, freezers, and room temperature storage of cGMP materials. This includes responding to alarms (on-call), as necessary.
- Perform equipment maintenance, as necessary.
- Perform inventory cycle count and physical count.
- Perform accurate inventory transaction in logbooks and inventory management system.
- Develop or modify Standard Operating Procedures for material management processes, as needed.
- Cross-train in all material management actives such as shipping, stocking, kitting, receiving, and sample submission.
- Ensure that all documentation and materials transactions are completed following Good Documentation Practices.
- Preparation of outbound shipments, including but not limited to: Preparation and maintenance of records and preparation goods for final shipment.
- Collaborate with Manufacturing, Quality Control, and Quality Assurance in supporting internal and external materials management operations, and resolution of issues.

- Assist or lead efforts to resolutions of Non-conformance, deviations, or out of specification reports.
- Create purchase orders and purchase requests as necessary to meet operational needs.
- Assist in kit building for external manufacturing activities as needed.
- Adhere to appropriate PPE and safety rules.
- Assist on other tasks as necessary.

Qualifications

- Bachelor's Degree preferable and minimum 5 years related experience in a regulated materials management environment, preferably in biotech or life sciences
- GMP experience from Pharma/Biotech/Consumer Goods industries
- Excellent communicator, with strong attention to detail and problem-solving skills
- Cell therapy manufacturing knowledge and familiarity with the pertinent regulations and how they apply to this field is desired
- Knowledge of inventory management systems
- Strong attention to detail
- Good collaborative and team-oriented skills to work well with the rest of the organization
- Able to adjust to workload on an always changing fast pace environment
- Able to work on a collaborative environment
- Computer skills in Microsoft Office applications and the ability to quickly and easily learn new applications
- Excellent interpersonal and communication skills

Working Conditions and Physical Requirements

- May need to work with hazardous materials
- Must be able to lift, carry, push and/or pull 50 pounds of equipment or supplies
- 100% on-site work at corporate headquarters in San Diego, CA
- Evening and weekend work as necessary

The preceding job description indicates the general nature and level of work performed by employees within this classification. Additional and incidental duties related to the primary duties may be required from time to time.

For consideration send cover letter and curriculum vitae to: careers@fatetherapeutics.com and reference job 390GDB.

About Fate Therapeutics, Inc.

Fate Therapeutics is a clinical-stage biopharmaceutical company dedicated to the development of first-in-class cellular immunotherapies for cancer and immune disorders. The Company has established a leadership position in the clinical development and manufacture of universal, off-the-shelf cell products using its proprietary induced pluripotent stem cell (iPSC) product platform. The Company's immuno-oncology product candidates include natural killer (NK) cell and T-cell cancer immunotherapies, which are designed to synergize with well-established cancer therapies, including immune checkpoint inhibitors and monoclonal antibodies, and to target tumor-associated antigens with chimeric antigen receptors (CARs). The Company's

immuno-regulatory product candidates include ProTmune™, a pharmacologically modulated, donor cell graft that is currently being evaluated in a Phase 2 clinical trial for the prevention of graft-versus-host disease, and a myeloid-derived suppressor cell immunotherapy for promoting immune tolerance in patients with immune disorders. Fate Therapeutics is headquartered in San Diego, CA. For more information, please visit www.fatetherapeutics.com.