



## **Manager, Materials Management**

### **Job Code 409GDB**

#### **Description**

Fate Therapeutics is currently seeking a motivated individual to support raw material management at Fate's manufacturing facility. The successful candidate is an excellent communicator, with strong attention to detail and problem-solving skills and has in-depth knowledge of supply chain and raw material processes. Candidate is tasked with ensuring departments have adequate access to the GMP materials they need. Candidate will manage the GMP warehouse environment including overseeing a team of Associates. The GMP Materials Manager will manage and perform tasks that include receive/process/release/ship materials and continuously look for ways to improve processes and documentation. Fate's development programs involve novel cell therapeutic products which present unique product manufacturing and quality opportunities. Cell therapy manufacturing knowledge and familiarity with the pertinent regulations and how they apply to this field is desired. 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:**

- Coordinate day to day activities of the warehouse
- Perform materials management operations, including receiving, storage, shipment, inventory management, and order processing of all materials for Fate internal and external manufacturing
- Drive continuous improvement of supplies, movement and processes
- Collaborate with laboratory and manufacturing personnel to ensure effective management of raw materials supply to support in-house and external manufacturing operations
- Work with the electronic inventory system to manage/release GMP materials for production
- Develop or modify SOPs for material management processes, as necessary
- Implement and maintain strict GMP procedures
- Receive and verify incoming shipments per GMP regulations and non-GMP procedures, including but not limited to: Unpack and inspect goods received against purchase orders or invoices, update and maintain electronic and hard-copy records for received goods and reject unsatisfactory items, stock end user areas as necessary
- Preparation of outbound shipments, including but not limited to: Preparation and maintenance of records and preparation goods for final shipment
- Monitor temperature conditions of refrigerators, freezers, and room temperature storage of cGMP materials. This includes responding to alarms, as necessary.
- Distribute materials and stock inventory for in-house GMP manufacturing and laboratory suites
- Perform equipment maintenance, as necessary
- Perform inventory cycle count and physical count
- Perform accurate inventory transaction in logbooks and inventory management system
- Lead efforts to resolutions of Non-conformance, deviations, recalls and/or change notifications
- Adheres to appropriate PPE and safety rules
- Adheres to good documentation practices



- Identify supply needs
- Recommend solutions to existing processes to reduce waste and increase quantity
- Record and assess all materials quality, movement, and expenditure
- Monitor inventory levels and access to the material
- Collaborate with planner and management to plan forecasting models
- Oversee, mentor and develop direct reports, including future recruits
- Prepare and file detailed records on procurement activity, quantity, and vendors
- Assists 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
- Experience managing GMP warehouse or inventory
- GMP experience from Pharma/Biotech/Consumer Goods industries
- Knowledge of inventory management systems
- Experience managing direct-reports including training, evaluating, and continued learning and development with ability to initially manage a team of 4 plus individuals
- Strong attention to detail
- Good collaborative and team-oriented skills to work well with the rest of the organization
- Ability to think on one's feet and change direction easily to accommodate the situation at hand
- 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](mailto:careers@fatetherapeutics.com) and reference Job Code 409GDB.

#### **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](http://www.fatetherapeutics.com).