



Procurement Associate
Job Code 434RG

Description

Fate Therapeutics is currently seeking an experienced procurement professional to support organization-wide procurement activities. This position reports to the Senior Manager, Procurement and works closely with our corporate finance, operations and facilities, , legal, IT, research, technical operations, supply chain management, and quality assurance team members to assist with purchase order issuance and support of scalable procurement systems and solutions. This position is located at our corporate headquarters in San Diego, CA.

Responsibilities

- Collate approved requisitions and place day-to-day purchase orders with vendors in a timely manner.
- Work with vendors and colleagues to resolve backorders, damaged shipments and other order discrepancies.
- Act as a point of contact with Fate personnel, vendors, and contractors; monitor and maintain Company purchasing system.
- Build relationships with internal customers; provide guidance on procurement process and procedures.
- Implement, manage, and be a subject matter expert with the procurement systems and trainings.
- Work closely with operations, facilities, IT, research, technical operations and legal to support capital equipment procurement.
- Support finance, corporate operations and facilities teams as needed with ad hoc assignments to facilitate Company operations.
- Performs other related duties as required and assigned

Qualifications

- Minimum 2 years of procurement experience in biotech or life science industry
- Bachelor's degree preferred
- Demonstrated skills processing high-volume procurement requests
- Experience supporting procurement for biology labs and cGMP facilities highly preferred
- Experience working in Sarbanes-Oxley compliant internal controls environment highly preferred
- Excellent verbal and written communication
- Ability to work onsite at corporate headquarters during business hours; high degree of flexibility to work off hours and weekends as needed
- Ability to work well in a growing organization cross-functionally; must be able to wear multiple hats, prioritize, meet deadlines, and communicate at all levels of the organization



Working Conditions and Physical Requirements

- May require occasional evening and weekend work.
- Full-time onsite work at company's headquarters in San Diego, CA.

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 434RG.

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.