



Manager / Associate, Clinical Outsourcing
Job Code 571KS

Description

Fate Therapeutics is seeking a Manager or Associate, Clinical Outsourcing, responsible for supporting the day-to-day outsourcing activities of Clinical Outsourcing. The successful candidate will support key vendor sourcing activities from Requests for Information/Proposals (RFI/RFP) to vendor selection. This is a full-time position located in San Diego, CA or the San Francisco Bay area, reporting to the Director, Clinical Outsourcing.

Responsibilities

- Responsible for supporting the Director, Clinical Outsourcing in key vendor sourcing and evaluation activities including drafting, distributing, and managing RFI/RFP comment adjudication, proposal comparison and analysis, scheduling and coordination of bid defense and proposal review meetings.
- Responsible for tracking of clinical development vendor contract status; may support the Director of Clinical Outsourcing with internal contract renewal activities.
- Responsible for entry and contract processing through Fate's procurement system.
- Partner within Clinical Development and with Finance, Legal and Procurement to support the management of clinical vendor contract lifecycles.
- Partner with Legal to establish Confidentiality Agreements for potential new vendors.
- Supports budget/forecasting and variance management activities as needed.
- Participates in the development and ongoing improvement of departmental processes and procedures.
- Performs other duties as required by manager.

Qualifications

- BS/BA degree in related discipline and at least 3 years (at least 5 years for manager) of related experience in vendor sourcing or related discipline.
- Experience with the service provider RFI/RFP and Scope of Work (SOW) process.
- Knowledge of ICH GCP as it relates to the vendor selection process is preferred.
- Ability to multi-task within and across projects, prioritize and manage timelines effectively.
- Strong interpersonal and communication skills, with the ability to work in a cross-functional environment.
- Experience within pharmaceutical/biotech industry required.
- Experience with oncology or cell-therapy a plus.
- Thrive in an interactive, team-oriented culture.
- Self-motivated and adaptable to a dynamic environment with the ability to support successful change.
- Comfortable in a fast-paced small company environment and able to adjust workload based upon changing priorities.
- Applies good judgement and professional expertise in new situations.

Working Conditions and Physical Requirements

- Position located onsite at the San Diego office or in the San Francisco Bay area
- Travel between office locations as required
- Occasional travel to meetings and conferences as required
- Occasional evening and weekend work as needed



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 resume to careers@fatetherapeutics.com and reference job code 571KS.

About Fate Therapeutics, Inc.

Fate Therapeutics is a clinical-stage biopharmaceutical company dedicated to the development of first-in-class cellular immunotherapies for patients with cancer. 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 pipeline includes off-the-shelf, iPSC-derived natural killer (NK) cell and T-cell product candidates, which are designed to synergize with well-established cancer therapies, including immune checkpoint inhibitors and monoclonal antibodies, and to target tumor-associated antigens using chimeric antigen receptors (CARs). Fate Therapeutics is headquartered in San Diego, CA. For more information, please visit www.fatetherapeutics.com.