

## **Position Description:**

### **Business Operations and Sourcing Specialist**

CELLTREAT Scientific Products is a supplier of laboratory products for the Life Science industry. Since our founding in 2008 we have focused on our customers and our values to provide a rewarding work environment. Team members who “get it done” are appreciated, recognized, and rewarded. Our continued growth offers you opportunities for professional development and enrichment. See what the Green Team has to offer.

We are currently seeking an individual who wishes to focus strongly on growth within themselves and within the company. We are looking for a change agent with big, confident ideas, an entrepreneurial mindset and a highly collaborative working style. In this company, customer satisfaction is Goal 1.

In this role, you will monitor supply/demand trends, recommend purchasing levels and highlight operational risks. You will interface and collaborate with internal teams (Product/Sales/Distribution) and external suppliers to ensure timely execution of production, shipping, and stocking.

**Schedule:** Monday to Friday 9:00am to 5:00pm

#### **Responsibilities Include:**

- Primary “Go to Person” for product availability information between production, supply chain, and customers
- Coordinate monthly production plans with suppliers and transportation vendors.
- Proactively manage product availability information for distributors and e-commerce platforms
- Provide analysis and scenario plans to support operations and articulate recommendations to product and operations team, focused on service, inventory and logistic cost impacts or tradeoffs
- Evaluate demand profile, setting optimal item replenishment targets based on product category, sales, lead time to maximize service levels
- Partner with Sales, Marketing, and the Customer Success Team to validate demand plan and extract demand insight
- Review and reconcile production schedule vs. supply plan to ensure supply chain optimization, and make recommendations such as expediting, product plan, and consolidation
- Identify and resolve supply shortfalls by working with suppliers, Sales and Sourcing Teams to formulate action plans to effectively route supplies effectively based on demand, capacity, and lead times
- Work closely with suppliers to maintain clear guidance
- Analyze product demand and assist in product forecasting
- Work with the leadership team to develop new products and qualify new production capabilities

#### **Qualifications:**

- 2+ years in an analytic environment and a bachelor’s degree in Business, Mathematics, Statistics, Economics or a related field
- Proficiency with MS Excel, including pivot tables, VLOOKUP’s, etc.
- Strong follow up skills; ability to multi task, meet timelines and follow up with internal and external customers
- Excellent organization skills
- Detail-oriented -- quality and precision-focused
- Self-driven, results-oriented with a strong growth mindset

- Ability to work collaboratively in teams in a fast-paced environment that focuses on delivering value to customers early and often
- Experience with freight forwarding and importing preferred

**To Apply:**

Please email resume and cover letter to Pamela D'Onofrio ([pamelad@celltreat.com](mailto:pamelad@celltreat.com))