



## Operations Specialist

### The Opportunity

Envoy Therapeutics is a start-up company applying a powerful technology to discover new medicines for people suffering from neurological and psychiatric diseases. We are now looking for a talented person to join this exceptional team of scientists and business people to support the purchasing function for our chemistry and biology teams.

This position will provide the right candidate an opportunity to make an immediate, visible contribution to our company. Working with a diverse team of talented, entrepreneurial individuals, the role includes purchasing a full range of materials, equipment and supplies for the company's biologists and chemists, with a particular focus on developing expertise in purchasing of chemical compounds for a range of internal programs.

### Primary Responsibilities:

- Enter and place purchase orders with vendors; maintain open purchase orders
- Input data and file documents in a timely manner
- Resolve discrepancies between POs, receiving, and invoices
- Access SciFinder® to identify vendors for specific chemistry compounds and molecules; investigate supplier websites and other pertinent industry information when identifying new vendors
- Obtain and compare quotes based on cost, quality, and schedule
- Evaluate and monitor vendor reliability
- Monitor delivery schedule for all open orders to match lab requirements and expedite delivery as required
- Maintain purchasing records database
- Organize data and generate reports for management reviews
- Other duties as assigned

The initial role is primarily focused on purchasing, but over time additional finance, business, and operations support responsibilities will be added. Initially the position is full-time, but moving forward the hours may vary between 30-40 hours per week.

### Minimum Qualifications

Qualified candidates will have a bachelor's degree in a related field, or equivalent, and a minimum of 1-3 years purchasing experience is preferred. This position requires excellent computer skills specifically with Microsoft Office Products (Word, Excel, PowerPoint, and Outlook). ERP systems preferred.

If you are naturally curious, and interested in science, you are a candidate for this role. While we would prefer someone with knowledge of chemical reagents, this is not required.

*Envoy Therapeutics, Inc. is an equal opportunity employer. We will not discriminate between applications for reason of gender, race, religion, color, nationality, ethnic origin, sexual orientation, veteran status, marital status, age or disability.*

Key competencies for this position include:

- Ability to work effectively in a team environment with scientists and business professionals
- The ability to work self-directed, prioritizing and managing work to deadlines and the ability to make effective and timely decisions
- Interfacing, communicating, and negotiating effectively with internal/external staff and customers
- Strong organizing/planning skills
- Ability to adjust well to rapid changes in work flow

### **About Envoy**

Our “bacTRAP” technology combines innovative genetic engineering with new molecular biology techniques for labeling and extracting the protein-making components of specific types of cells. It enables our scientists to identify new drug targets by measuring the *in vivo* expression of translated genes in specific, medically relevant cell types among the many intermingled cell types present in the central nervous system without requiring the isolation of cells. Capability like this has never before existed.

### **Join Us!**

We are looking for an exceptional individual, with a thirst for achievement. We’re passionate about creating a unique drug discovery company – come join our team.

*For more information, please email: [HR@envoytherapeutics.com](mailto:HR@envoytherapeutics.com). We offer a complete benefits package and competitive salaries.*

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