



SUPPLY CHAIN & LOGISTICS CONTRACTOR JOB DESCRIPTION

1 OVERVIEW

We are seeking a resourceful supply chain & logistics contractor to design and implement our business's supply chain & logistical operations. In Q1 2023 we launched our first regulatory-approved Point-of-Care Diagnostic product in the UK and EU and are preparing for additional innovative diagnostics products in the coming months.

You are just what we need if:

- You are excited to help us design and build a robust and scalable supply chain while driving value-for-money
- You love to take end-to-end ownership of supply chain & logistics – from sourcing to inventory management to getting products into customers' hands
- You love to be hands-on, and thrive on building new processes from the ground up
- You have extensive experience and relationships in supply chain & logistics in the medical diagnostics field, and would like to translate that expertise into fit-for-purpose solutions for an early-stage business

2 DELIVERABLES – 3-MONTH PROJECT

A. Dragonfly – our first regulatory-approved Point-of-Care Diagnostic product

a. Sourcing – materials, contract manufacturers, fulfilment

- i. Strengthen existing supplier relationships – e.g. Ensure contract terms such as SLAs and risk management are robust, documented, monitored, and regularly reviewed
- ii. Convert existing supplier data such as lead times and pricing into a robust and scalable supplier data platform that integrates with inventory and accounting systems
- iii. Perform risk assessment à design & implement risk mitigation plans
- iv. Design & implement procurement policies & procedures
- v. Diversify sourcing as needed, based on risk assessment above
- vi. Drive cost savings

b. Inventory management

- i. Design & implement an inventory management system that can be integrated with customer orders / fulfilment and accounting systems

c. Logistics / Fulfilment

- i. Design & implement a logistics and fulfilment process that safely gets products into customers' hands
- ii. Improve our processes to more efficiently comply with regulatory requirements e.g. from customs to dangerous goods handling to correct completion of MSDS forms – covering UK, EU, as well as other international destinations
- iii. Drive cost savings

d. Returns & customers support



- i. Design & implement policies & processes re customer support and, if needed, customer returns
- ii. Responsible for designing processes & procedures that minimize the need for customer returns, with the support of the technical team

B. New Product launch – slated Q2/3 2023

- a. Same responsibilities as Dragonfly. Build understanding of future volumes into Dragonfly's supply chain & logistics strategies.

3 DUTIES AND RESPONSIBILITIES

- *Building logistical processes from the ground up.*
- *Presenting implementation plans to senior managers for approval.*
- *Working with individual managers, employees, and departments, as well as facilitating training sessions.*
- *Optimising communication channels with customers, vendors, and suppliers.*
- *Evaluating the impact of policies & processes implemented, and making adjustments as needed.*
- *Documenting implementation plans, setting deadlines, and monitoring progress.*

4 QUALIFICATIONS

- *Bachelor's degree in business, supply chain management, industrial engineering, or similar.*
- *Master's degree in related field preferred.*
- *A minimum of five years' experience in supply chain & logistics in a related industry, ideally medical diagnostics.*
- *Proficiency in database tools and business management software, such as Monday.com, Airtable, Sharepoint/Teams, and Xero.*
- *Excellent analytical, strategic thinking, problem-solving, and organisational skills.*
- *Positive disposition and willing to pitch in and collaborate to build the company.*

5 REPORTING STRUCTURE

This role will report to the CFO, and work closely with our project manager and head of product development.

6 DURATION

3 months, 3-5 days/week. Potential for temp to perm.

7 ABOUT PROTONDX

ProtonDx is launching a series of cutting-edge diagnostic tools founded on a decade of research and development at Imperial College London. Our vision is to develop ultrarapid, extremely precise, molecular testing for everyone at the point-of-need.