

# Job Advertisement

## Employee procurement and shipping

### Job offer

Dynamic42 GmbH operates as a contract research organization in the market segment of pre-clinical drug development, testing the effects of drug candidates on human in vitro organ, disease and infection models. Our company is located in Jena at the Technology Center Beutenberg Campus. We are a young, growth-oriented company where cutting edge technologies are developed and adapted for commercialization. In our company, the maintenance of cell culture / biochips, the preparation and execution of biological analyses and the management of biological samples are central tasks. To actively support our laboratory team and to ensure a smooth coordination of the ordering process as well as incoming and outgoing goods, we are looking for reinforcement by an employee for the areas of purchasing and laboratory organization.

### Your profile

- Completed training as a biological (chemical) technical assistant (B(C)TA) or medical technical assistant (MTA) or completed bachelor's degree in biology/biochemistry/biotechnology or completed business studies.
- Optionally several years of experience as a strategic buyer in the medical-technical and/or biological field.
- Good language skills in English.
- Sure handling of Microsoft Office.
- Commercial understanding.
- High level of commitment, initiative, diligence and independence.
- Quality consciousness.
- Communication and assertiveness skills.
- Team player.
- Willingness to take over responsibility for purchasing.
- Experience in merchandise management and in dealing with merchandise management systems, preferably in the laboratory sector.
- Experience in the administrative area in the handling of funding projects.

## Tasks/Challenges

- Strategic and operational purchasing management.
- Monitoring and management of laboratory stocks / warehouse management.
- Coordination of all purchasing activities.
- Organization and execution of inventory with main responsibility.
- Dispatch processing.
- Support in the accounting of funding projects.
- Work/compliance with relevant QM specifications.
- Creation of SOPs and procedural instructions according to DIN EN ISO 9001.
- Participation in internal and external audits.
- Organization of laboratory structures.

## Our offer to you

- An interesting, varied field of activity in an innovative, internationally networked growth company.
- Unlimited full-time (100 %) or part-time position (80 %).
- Support for continuing education and individual professional development.
- Flexible working hours.
- Possibility of mobile working.
- Short decision-making processes.
- Support in balancing work and family life.
- A dynamic, international and friendly team.
- The opportunity to develop and work independently.
- The possibility of performance-related bonus payments.
- The place of work is Jena.

Your contact person for further information is Ms. LeBmann (Phone: +49 3641 508 101).

Please send your application with a letter of motivation, curriculum vitae and certificates of employment, education and training to [career@dynamic42.com](mailto:career@dynamic42.com) by May 31, 2023.

We are looking to hire you as soon as possible.