

# External Drug Discovery Transaction & Sourcing Coordinator

Job ID

REQ-10040190

Mar 04, 2025

USA

## Summary

The External Drug Discovery (EDD) Transaction & Sourcing Coordinator is responsible for managing day-to-day financial transaction activities with assigned CRO partners. In addition, the person is responsible for ensuring material deliverables through the planning and execution of reference/tool compound fee-for-service requests for GDC. This role involves close collaboration with internal teams including the entire EDD team (Scientific Interface EDD, Alliance Manager, and the second EDD Transaction & Sourcing Coordinator), the GDC SynTech material planning teams but also direct interaction with external CROs.

## About the Role

Position Location: Cambridge, MA onsite

Internal Job Title: Senior Scientist II (Level 3/GJFA 6)

The External Drug Discovery (EDD) Transaction & Sourcing Coordinator is responsible for managing day-to-day financial transaction activities with assigned CRO partners. In addition, the person is responsible for ensuring material deliverables through the planning and execution of reference/tool compound fee-for-service requests for GDC. This role involves close collaboration with internal teams including the entire EDD team (Scientific Interface EDD, Alliance Manager, and the second EDD Transaction & Sourcing Coordinator), the GDC SynTech material planning teams but also direct interaction with external CROs.

## Responsibilities related to transactions:

- Managing day-to-day financial transaction activities with assigned CRO partners.
- Vendor management, purchase order, and invoice reconciliation.
- Responsible for managing the purchase orders, track services delivered, ensure vendors are paid in a timely manner.
- Partnering with the finance and operation teams for monthly budget reporting.
- Communicating partner needs internally and addressing them appropriately.
- Working together with alliance manager, escalates internal or external issues that risk CRO partnership or cause a missed milestone/deliverable to ensure resolution.
- Working together with alliance manager, negotiates statements of work and associated budgets and timelines in collaboration with Business Development, Legal, and Finance.

## Responsibilities related to sourcing:

- Coordinating reference/tool compound FFS NEXT synthesis requests, including planning, quotes,

negotiations, project completion, and reporting.

- Optimally use synthetic chemistry knowledge and expertise to identify synthetic bottlenecks and challenges. Collaborate with colleagues to define a synthetic strategy, to apply technologies, and subsequently outsource the improved solutions to reduce costs and save time.
- Closely collaborate with the SynTech team.
- Manage and maintain the strong relationships with our FFS CRO partners. Contributes to the evaluation and onboarding of new CRO's if appropriate.
- Organizing and managing FFS project timelines and budgets

#### **Responsibilities related to Operational Excellence for EDD:**

- Support operational needs such as NEXT and ELN training and maintenance for CRO.
- Support logistics to/from CROs such as shipping and data management.
- Support activities targeted to CRO productivity enhancement
- Support SI EDD on seeking/digesting feedback from internal teams that collaborate with CROs
- Supports material enablement for IDD projects with planning and logistics

#### **Essential Requirements:**

- BS or MS degree in chemistry or related scientific field, with a strong knowledge in organic synthesis
- 7+ years of experience in a research environment
- Highly collaborative with a strong track record as a team player
- Well organized, flexible, ability to balance multiple priorities while remaining proactive
- Strong interpersonal, written and verbal communication skills.
- Proven decision-making ability and attention to detail

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