



CareDx, Inc., headquartered in Brisbane, California, is a global molecular diagnostics company focused on the discovery, development and commercialization of clinically differentiated, high-value diagnostic solutions for transplant patients. CareDx offers AlloMap[®], a gene expression test that aids clinicians in identifying heart transplant patients with stable graft function who have a low probability of moderate to severe acute cellular rejection. CareDx is developing additional products for transplant monitoring using a variety of technologies, including AlloSure[®], a proprietary next-generation sequencing-based test to detect donor-derived cell-free DNA after transplantation.

CareDx, with its presence through Olerup, also develops, manufactures, markets and sells high quality products that increase the chance of successful transplants by facilitating a better match between a donor and a recipient of stem cells and organs. Olerup SSP[®] is a set of HLA typing used prior to hematopoietic stem cell/bone marrow transplantation and organ transplantation. XM-ONE[®] is the first standardized test that quickly identifies a patient's antigens against HLA Class I, Class II or antibodies against a donor's endothelium. For more information, please visit: www.CareDx.com.

Procurement Manager

The Procurement Manager will be directly responsible for the development and optimization of supplier relations while maximizing value for CareDx and ensuring uninterrupted flow of consumables to all our global laboratories and offices. In this soup to nuts role, you will be directly responsible for purchasing all the raw materials, supplies and services for the Company as well as setting and developing the procurement strategies, policies and programs.

Specific Responsibilities and Duties:

- Lead supplier selection process and negotiate contracts, pricing/supply agreements.
- Develop actionable recommendations based on a clear definition and articulation of options and tradeoffs. Develop action plans that anticipate implementation problems and leverages internal and supplier capabilities while building full commitment throughout the process.
- Order raw materials and supplies (including hardware, software and equipment) for all CareDx groups.
- Negotiate service contracts and responsible for ongoing vendor management
- Maintain regular communication with internal stakeholders
- Design sourcing strategies and develop supplier relationships that achieve maximum value from current and potential supplier base.
- Continuously evaluate and assess supplier performance reports consistent with agreed to requirements to insure consistency with quality, service and delivery targets.
- Forecast all future materials needs utilizing sales forecast, financial goals, and historical demand.

- Develop SOPs for purchasing and vendor management to ensure procedures are efficient and up to date. Promote improvements and innovation to optimize the procurement and supply chain processes.
- Establish and maintain a good purchasing and supply reporting system to allow other departments and upper management to monitor critical information including purchased quantities and prices.
- Support product life cycle, from new product introduction to end of life, including responsibility for infrastructure and documentation requirements.
- Responsible for Implementation of NetSuite's Inventory Management Module
- Maintain accurate records of all quality and quantity issues and communicate inventory status issues to relevant teams to aid in the optimization of client management.
- Create and monitor key purchasing metrics (KPIs).

Qualifications and Skills:

- Bachelor's degree desirable
- 8+ years of experience in purchasing and supplier management functions
- Global experience
- Experience in a biotech or biopharma environment
- Proven ability to lead complex contractual negotiations with a deep understanding of financial considerations when it comes to procurement and supply chain.
- Excellent project management skills required.
- Experience in risk assessment, vendor analysis, and vendor/supplier audits are required.
- Excellent computer skills are a must with experience in eProcurement and ERP systems. Experience with NetSuite Inventory Management Module is a plus.

Additional Information:

Benefits & Perks: We provide Medical, Dental, Vision and Life Insurance, Flexible Spending and Dependent Care, Commuter Accounts, 401(k) match, 3 weeks of vacation, 5 days sick leave, 1 personal floating holiday, 9 paid holidays, gym reimbursement, yoga onsite, ping pong, foosball, BBQ's, social hours, and more!

Please send cover letter and resume to: HR@CareDx.com

CareDx, Inc. is an Equal Opportunity Employer.

Staffing Agencies and Recruiters:

We appreciate your interest in CareDx, Inc. To develop a working relationship with us, we ask that you please contact our Human Resources Dept. at HR@CareDx.com. All employment openings are managed through our Human Resources Dept. The CareDx, Inc. hiring managers and employees will not accept unsolicited resumes from any source. Submission of unsolicited resumes in advance of an agreement between the Human Resources Dept. and the recruiter does not create any implied obligation on the part of CareDx, Inc. **Therefore, we request that recruiters do not contact employees directly in an attempt to present candidates.** We thank you in advance for your cooperation and look forward to possible job search collaboration in the future!