

**Title:** Buyer/Planner  
**Department:** Operations  
**Location:** Marlborough, MA

**About Akoya Biosciences:**

As 'The Spatial Biology Company®', Akoya Biosciences' mission is to bring context to the world of biology and human health through the power of spatial phenotyping. The company offers comprehensive single-cell imaging solutions that allow researchers to phenotype cells with spatial context and visualize how they organize and interact to influence disease progression and treatment response. Akoya offers two distinct solutions, the CODEX® and Phenoptics™ platforms, to serve the diverse needs of researchers across discovery, translational and clinical research.

**Position Summary:**

The Buyer/Planner position manages all activities and communication for procurement of sub-level components, Lab Services, and R&D components for Internal Manufacturing for our reagents and biologicals business. Candidate would be responsible to conduct all purchasing activities in accordance with approved standards and in compliance with cost reduction company goals. Create purchase orders and perform regular check-ins with suppliers to ensure adherence to schedule(s). Functional responsibility includes all aspects of purchasing end to end, scheduling, and metric reporting. The ideal candidate will be an innovative thinker with experience in supply chain management as well as experience in Lean Manufacturing principles.

Reports to Instruments CMO & Purchasing Manager.

**Duties & Responsibilities:**

- Requests quotes, organizes, and maintains all procurement activities related to procurement of inventory and R&D projects
- Maintenance of data in ERP system for all purchase orders and inventory transactions; including but not limited to attaching quotes, confirmations, shipping notifications, etc. into the purchasing record.
- Ability to evaluate vendor quotations that utilize appropriate purchasing techniques to ensure quality, price, delivery, and service that meet Akoya standards.
- Prepares, issues, and maintains purchase orders.
- Effective tracking of procurement for R&D specific projects for regular communication to the project team.
- Reviews purchase order claims and contracts for conformance to company policy, and accuracy on price, and acceptability of items made to specifications.
- Interact closely with cross-functional internal and external teams, including providing.
- Regular meetings with Purchasing Manager for alignment on open tasks and projects.
- Arranges for addition or de-activation of SKU's in the ERP system in conjunction with CMO Managers.
- Other duties as assigned related to training and background.

**Skills & Requirements**

- Bachelor's degree (B. S.) in Business, Operations, Engineering or equivalent

- 3-5 years related materials management and supplier management experience; or equivalent combination of education and experience.
- Demonstrated success overseeing procurement and supply chain processes.
- Experience in medical device industry is strongly preferred
- ERP expertise; Netsuite preferred.
- Attention to detail is a critical skill for this position.
- Experience with GMP- or ISO-certified operations required.
- Effective and demonstrated success in sourcing in compliance with Quality.
- Effective and innovative problem-solving skills.
- Demonstrated success managing multiple projects and priorities.
- Demonstrated success holding suppliers accountable to task and pushing back on timelines and fellow staff.
- Ability to handle and work under stressful situations.
- Effective relationship management skills.
- Proven effective verbal, written and presentation communication skills.
- Demonstrated ability to use communication methods and strategies that influence desired results.
- Demonstrated ability to establish and maintain credibility, trust, and positive relationships.
- Computer skills for practical use with email, word processing and spreadsheets.
- CSCMP, APICS or Six Sigma Certification desired.
- May require travel to supplier sites <10% of time.

Akoya Biosciences, Inc. proudly affords equal employment opportunity to all qualified persons regardless of race, color, religious creed, national origin, age, military status, sexual orientation, disability, genetic information, gender identity, gender expression or gender unless based upon a bona fide occupational qualification.

Apply at: [careers@akoyabio.com](mailto:careers@akoyabio.com)