



BioInnovation Labs (BioLabs), established in 2009 and headquartered in Cambridge, MA, is the premier network of co-working spaces for life science startups. We are enabling innovation to make the world a better place through interaction with the smartest and most motivated people in the world and we are seeking an Analyst, Procurement & Vendor Management to join us on that mission. Through a rapidly growing network of global locations (currently ten in the US and two in Europe), our collaborative lab space model is uniquely designed for scientific entrepreneurs to test, develop, grow, and commercialize their game-changing ideas. Each location supports entrepreneurial scientists with premium, fully equipped, and supported laboratory and office spaces alongside unparalleled access to capital and industry partners.

---

## ROLE OVERVIEW

Reporting to the Director of Procurement, the **Analyst, Procurement & Vendor Management**, will manage the implementation of new tools and oversee supplier data. This position is located at our Headquarters in Cambridge, MA. This is a hands-on, senior level position, and you should be highly capable, self-directed individual who employs a high level of autonomy in their work.

## RESPONSIBILITIES

- Maintaining vendor onboarding processes including vendor master record maintenance, internal vendor number assignment, supplier qualifications, and supplier segmentation
- Conducting performance indicator reporting (monthly, quarterly, annually), annual and ad hoc supplier evaluations
- Coordinating supplier's meeting to negotiate terms with suppliers such as price, payment terms, etc.
- Supporting the implementation to a new supplier management system, with a new vendor onboarding tool rollout
- Coordinating with BioLabs Marketplace purchasing team
- Ensuring alignment with BioLabs Corporate requirements
- Creating and providing training for onboarding processes and tools, to suppliers and BioLabs Marketplace team members as needed

## QUALIFICATIONS

- Demonstrated ability to understand mission and goals of BioLabs, scientific milestones, and commercialization process
- Personable and articulate, with strong written and verbal communication skills

- Customer service focused, with excellent work ethic and optimistic attitude
- Detail oriented with astute attention to quality control and getting things right
- Desire to be part of a team focused environment and derive pleasure and satisfaction in helping others
- Outstanding organizational skills and ability to prioritize multiple tasks and/or projects
- Proficient in all Microsoft Office applications
- Bachelor's Degree
- Minimum of three (3) years' experience in supplier management and/or purchasing
- Knowledge of the industry and market conditions strongly preferred
- Proficient in all Microsoft Office applications, knowledge of e-procurement systems (Jaggaer, etc.) strongly preferred
- Must be able to lift over 50 pounds and be able to stand for multiple hours at a time

BioLabs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

**To apply for this position, please email resume to: [careers@biolabs.io](mailto:careers@biolabs.io) with subject line: "Analyst, Procurement & Vendor Management, Cambridge"**