

	Description
Function	Procurement Lead
Location / Contact	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne hr@acimmune.com
Percentage	100 %
Reporting Line	General Counsel
Company Profile	<p>AC Immune is a clinical stage Swiss biotech company focused on the development of innovative therapeutics and diagnostics for Alzheimer's and other neurodegenerative diseases.</p> <p>AC Immune is seeking a Procurement Lead who will be responsible for developing and overseeing the implementation of an efficient and effective procurement function to support its research and development programs (annual procurement spend CHF 40 million p.a.).</p>
Job description	The Procurement lead role, in collaboration with functional leaders will be to define and implement category strategy and best industry practices. He/she will be also in charge of the sourcing and management of vendors and he/she will be in charge of managing strong relationships with our stakeholders.
Responsibility	<p>Key responsibilities include:</p> <p><i>Category strategy and implementation</i></p> <ul style="list-style-type: none"> Define clear category strategies in collaboration with functional leaders and implement industry best practices Develop standards, policies, procedures and key performance metrics (KPI's) to control spend across the organization Lead procurement process implementation as part of companywide new ERP (SAP) roll-out <p><i>Sourcing and vendor management</i></p> <ul style="list-style-type: none"> Define and lead the implementation of the company's procurement strategy Analyze market conditions and industry developments to leverage AC Immune's position Optimize number of vendors and develop and deploy Preferred Vendor List (PVL) Negotiate bulk rebates with big volume vendors Lead overall contractual review process by working closely with project leaders, functional experts and Legal to ensure proper review and capturing of critical elements Develop and maintain strategic relations with vendors to assure costs, quality and delivery targets are met Drive continuous improvement process and strive for industry best practices Lead performance review meetings with vendors along with in-house stakeholders to assess risks, anticipate future developments, identify potential cost reductions and improvement opportunities <p><i>Stakeholder relationship management</i></p> <ul style="list-style-type: none"> Develop, roll-out and continuously train appropriate stakeholders on relevant Standard Operating Procedures Build and maintain strong working relationships with key internal stakeholders Conduct frequent internal reviews to seek for quality level service improvement
Qualifications	<p>The candidate should have the following qualifications:</p> <ul style="list-style-type: none"> Minimum Bachelor's degree in Business Administration (Concentration: Supply Chain Management) or equivalent 10+ years of experience in procurement, vendor management, and/or strategic sourcing Prior experience leading a successful procurement transformation which achieved best in class performance Proven track record in project management and coordination/integration efforts across multiple functions Knowledge of commonly accepted procurement and sourcing strategies and techniques Knowledge of the regulatory environment impacting vendor management, sourcing, and procurement especially in the biotech/pharmaceutical industry (GMP/GCP requirements) Strong analytical skills and problem solving capabilities Prior management skills is a plus Excellent written and oral communication skills in English and French Detail-oriented and well organized