

INTERNAL VACANCY

Job title : Operations Manager, NOVAprep

Location: NOVAprep UK

Closing date : Friday 16 March 2018

Due to rapid business expansion we are seeking to appoint an Operations Manager for the NOVAprep business.

Job Summary

The identification and management of suppliers in the manufacturing and logistics process of the NOVAprep™ cytology system to improve quality of service, reduce risk and drive efficiency savings

Main duties and responsibilities

Identification of suppliers

- Identify new suppliers e.g. Warehousing ,logistics ,manufacturing to increase quality and reduce cost
- Execute supply agreements to ensure long-term, cost-efficient supply of materials and services
- Implement robust transitions plans for any supplier change including contingency plans

Supplier Management

- Build good relationships with suppliers ensuring consistent delivery of targets and escalations are dealt with promptly
- Develop and implement delivery and quality performance metrics
- Develop and implement cost saving plan in line with budget and conduct annual contract price negotiations
- Work with Quality to ensure Supplier audits are completed
- Accurately follow procedures/protocols as required in accordance with the Company Quality System

Teamwork and communication

- Attend and positively participate in team meeting and when required provide written reports and presentations.
- Establish and develop a relationship with colleagues, internal and external customers which enhances the reputation and professionalism of Novacyt

Qualifications and experience required

- Experience in supplier management delivering efficiencies and cost savings
- Fluent English (French is desirable)
- IT/Computer skills/Microsoft Office (Outlook, Excel, PowerPoint and Word).
- Excellent written and verbal communication skills
- Well-organized with attention to detail
- Ability to work independently against tight deadlines, multitask and operate effectively within a diverse working environment
- Team-player with strong interpersonal skills

Other requirements

Able to travel worldwide

Hours of Work	37.5 hours per week
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For further information or to apply for this vacancy please e-mail Wendy Karban, Group HR Manager,
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