

**Title:** Supply Chain Analyst  
**Department:** Sales Operations  
**Reports to:** Manager of Sales Operations  
**Travel requirement:** Limited (10%)

### **About Onkos Surgical**

At Onkos Surgical, we believe individuals with cancer requiring surgery deserve solutions designed specifically for them. These individuals, their caregivers and their support network deserve an organization passionately championing their cause.

At Onkos Surgical, we exist to maintain a singular focus on surgical oncology by looking at everything we do through the lens of the cancer surgeon and their patients.

At Onkos Surgical, we will

- Find solutions to our patients' unmet clinical needs and advocate for their cause.
- Partner with surgical oncologists through research, education and innovation, to treat their patients more effectively and more efficiently.
- Collaborate with regulatory agencies to find pathways to provide timely solutions while upholding the highest standards of quality or compliance.
- Fulfill our employees' desire to make a difference in the lives of the patients they serve while achieving their own professional growth.
- Deliver value to our customers and shareholders.

### **Job Summary**

The Supply Chain Analyst will work closely with Onkos Surgical's distributors, contract manufacturers and 3<sup>rd</sup> party logistics partner as well as internal Operations and Commercial organizations to ensure continuity and optimal use of the supply chain. This will require monitoring both supply and demand of all of Onkos Surgical's products. The Supply Chain Analyst will help determine appropriate inventory metrics (e.g. Min/Max and Reorder Quantity) and manage processes to ensure levels are maintained (e.g. PO creation, order receipt). The role will also require the monitoring of field inventory (both consigned and loaned) to ensure inventory is returned on time and stocked at appropriate levels. The Supply Chain Analyst will partner with Onkos Customer Service to help expedite order fulfillment as needed, and will ensure that field inventory is moved according to procedure from Distributor to Distributor. The Supply Chain Analyst will gain a detailed, technical understanding of Onkos Surgical products in order to provide best-in-class service to our customers.

### **Responsibilities**

- Adhere to Onkos Core Beliefs, Code of Business Conduct, all regulatory requirements and quality standards.

- Support company advocacy initiatives to help raise awareness of sarcoma and pediatric cancer and drive positive change that will impact the lives of cancer patients.
- Maintain a strong knowledge of Onkos products.
- Upload daily receipt and shipment transactions from 3PL ERP system to Onkos' ERP System.
- Run daily inventory exception reports to determine required action and execute follow up. This includes determining items below their minimum levels and subsequently submitting a PO for additional stock, and contacting distributors for inventory due back.
- Support and participate in monthly demand planning process.
- Troubleshoot orders as required to ensure product delivery and provide status to Sales Representatives.
- Oversee and manage cycle count process.
- Be an advocate for the most efficient use of inventory, track inventory throughout the US, perform inventory transfers to ensure accuracy of electronic consignment locations and monitor expiring field inventory and ensure its return to the Distribution Center.
- Work with distributors and the 3PL to ensure no product expires while in the field.
- Partner with internal and external stakeholders to maximize use of supply chain.
- Perform data entry into the ERP system (e.g. PO Creation, Inventory Receipts, Stock Status Transfers, Stores Master).
- Create additional inventory reports as required to support business needs.
- Perform additional tasks as required.

### **Requirements**

- Passion to serve and be an advocate for patients by supporting the needs of their caregivers and the Onkos Surgical sales team.
- Embody a patient/caregiver/customer first attitude throughout execution of all tasks.
- Eagerness to help build a company.
- 5+ years of experience in medical device or pharmaceutical industry (preferred).
- 2+ years of experience in supply chain planning or consignment management experience (or degree with specific concentration in Supply Chain Management).
- Strong MS Excel/Access skills and understanding of ERP.
- Ability to master the technical aspects of orthopedic devices.
- Strong communicator capable of building strong relationships with field sales team, 3PLs, and contract manufacturers.
- Self-motivated, able to work independently, and thrive in a fast-paced dynamic environment.
- Strong attention to detail, interpersonal skills, and oral and written communication skills.
- Support on-call hours as required.