



Job Description

Are you eager to gain hands-on experience in life sciences procurement? Our internship offers a unique opportunity to develop essential skills in supply chain management while contributing to a dynamic and fast-paced environment. This foundational experience will provide valuable insights into the procurement process and the broader supply chain within the life sciences industry.

To thrive in this role, you will need strong analytical skills, excellent numeracy abilities, and business acumen to make data-driven decisions. A solid understanding of biological terminology is also essential, as you will be working closely with scientific materials and suppliers in the industry.

Future Opportunities:

We are dedicated to fostering talent and providing a clear career path for individuals who demonstrate resilience, a strong work ethic, and a willingness to learn. Our goal is to offer long-term opportunities to interns who successfully complete their training:

- **Supply Chain Coordinator:** Exceptional interns will have the opportunity to transition into a Supply Chain Coordinator role, where they will take on greater responsibilities in supplier management, procurement strategy, and logistics coordination. Strong analytical thinking and attention to detail will be crucial in optimizing supply chain efficiency.
- **Supply Chain Lead:** As you gain experience and develop a deep understanding of our procurement and logistics processes, you will have the potential to grow into a leadership role. In this position, you will oversee key supply chain functions, drive process improvements, and ensure the seamless flow of materials to support business operations.
- **Head of Supply Chain:** Ultimately, high-performing individuals may progress to leading the entire supply chain department. This strategic role involves shaping procurement policies, managing supplier relationships at a global scale, and ensuring the company's supply chain aligns with business growth and industry standards.

If you have a passion for supply chain management, a keen analytical mind, and a strong grasp of biological jargon, we invite you to join us and embark on a rewarding career path in life sciences procurement.

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| Job Title: | Life Sciences Procurement Intern |
| Department: | Supply Chain |
| Responsible to: | Managing Director |
| Responsible for: | N/A |

Starting Salary:

Key Responsibilities:

As a Procurement Intern, you will work on a focused project with two primary components:

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time, according to the needs of the Company's business

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| Prepared by: | GG |
| Date: | Nov 24 |

1. Donor Flagging System Development

- Design and implement a system for flagging donors, ensuring we can track and prioritise sourcing biological materials from repeat donors through our suppliers.
- Collaborate with the supply chain teams to establish criteria, workflows, and a robust database for donor tracking.
- Present the system and its implementation plan to stakeholders for integration into ongoing operations.

2. US Supplier Identification

- Research and identify potential biological material suppliers in the US by analysing the FDA database and applying specific filtering criteria (provided by AbBaltis).
- Develop a comprehensive list of suppliers that meet our organisational needs and align with quality standards.
- Work closely with the Supply Chain Coordinator to streamline the onboarding process for newly identified suppliers

Additional Duties

- Any other tasks that may be required due to business needs.

Candidate Requirements

- Currently pursuing or recently completed a degree in Life Sciences, Supply Chain Management, Business Administration, or a related field.
- Strong research and analytical skills with attention to detail.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and experience with databases or data analysis tools is a plus.
- Analytical thinking.
- Strong numeracy skills.
- Excellent communication and organisational skills.
- Interest in supply chain operations and procurement within the life sciences sector.
- Ability to work independently and as part of a team to meet deadlines.

What You'll Gain:

- Hands-on experience in procurement processes within the life sciences industry.
- Insight into supplier management and sourcing strategies.
- Exposure to FDA regulatory databases and their applications in supply chain development.
- Opportunity to contribute to impactful projects that directly support our operations.
- Mentorship and guidance from experienced professionals in procurement and supply chain management.



- The potential to join our team long-term, with opportunities for career development and growth within the organisation.

ABOUT US

AbBaltis is a dynamic and forward-thinking life science company experiencing rapid growth in the IVD and Biotech industry. Our primary focus lies in the global distribution of disease state plasma and serum, making a significant impact on the advancement of medical research and development. We take immense pride in our people-oriented approach, fostering a work environment that thrives on diversity, collaboration, innovation, and excellence.

AbBaltis' success stems from the exceptional individuals who make up our team. We are a group of A-players who possess a deep passion for their work and a commitment to driving positive change in the world of life sciences. Our team members embody our core values of integrity, dedication, and continuous learning.

PUTTING PEOPLE FIRST

- **Employee development** is a key aspect of our company culture. We firmly believe in providing our employees with ample opportunities for professional growth and advancement (we fund postgraduate degrees, apprentices, training programs, etc.). Instead of implementing probationary periods, we embrace training and development phases. We have confidence in our hiring choices, believing that new team members should not be required to prove themselves. Our commitment is to provide unwavering support to our employees until they consistently meet a gold standard of performance. Additionally, we actively promote from within, recognising and nurturing the potential of our employees. By fostering a supportive and growth-oriented environment, we strive to enhance job satisfaction and create a fulfilling career path for all individuals at AbBaltis.
- **Diversity** is a core aspect of our company culture. We believe that by embracing and celebrating diversity, we can create an inclusive environment where every individual feels valued and respected. Our team is proud to be international, with members working from various parts of the world, including South Africa and Lithuania. Additionally, we are a Visa Sponsorship Business, which enables us to support and sponsor our overseas employees who are working within the UK. This step further exemplifies our dedication to fostering diversity and ensuring that talented individuals from all over the world have the opportunity to contribute to the growth and success of our organization.
- **Employee wellbeing** is paramount to us at AbBaltis. We understand that a healthy work-life balance is essential for personal growth and overall job satisfaction. Therefore, we prioritise providing comprehensive support systems and resources to ensure the wellbeing of our employees. From bespoke flexible work arrangements, team building activities, employee benefit packages, to wellness workshops, we strive to create an environment where individuals can thrive both personally and professionally.

Joining AbBaltis offers an exciting opportunity to become a valued member of a dynamic and passionate community that is actively contributing to advancements in the field of life sciences. We are committed to making a positive impact on the world through our work, and we believe that our employees play a crucial role in achieving this goal.

- Visit our socials to find out more!
 - Website: www.abbaltis.com
 - Instagram: https://www.instagram.com/abbaltis_ltd/
 - LinkedIn: <https://www.linkedin.com/company/abbaltis-ltd/>

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