



Job title: Procurement Management Specialist

Introduction

Fount Bio, Inc. is a clinical-stage life sciences company developing highly innovative products for aesthetic medicine, dermatology and consumer beauty. Fount is seeking an individual to support our operational team with managing and processing related to vendors and purchasing. The selected candidate will support day-to-day vendor management and purchasing operations as part of a dynamic and fast-paced research and development team. This position offers career growth opportunities for an individual seeking to learn new skills and take on added responsibilities.

Position:

- Half-time to full-time.
- On-site presence at our Company's facility in Somerville, MA. On site parking is available.

Requirements:

- Bachelor's degree
- Proficiency with basic accounting and budgeting concepts
- Minimum of 3 years of experience in the industry, preferably in biotech/pharma
- Experience interacting with procurement systems, PO's, vendor contracts, and invoices is a plus.
- Strong organizational skills and ability to multi-task or prioritize multiple tasks

Responsibilities

- Support procurement and purchasing processes for R&D teams
- Review effective contracts / work orders with technical teams and issue PO's
- Work with quality management and research teams to ensure adequate documentation practices are maintained
- Support management in routine departmental financial reporting
- Work with the accounting team to resolve any invoicing questions and onboard new suppliers into procurement and accounting systems.
- Participate in key supplier meetings to support requests for proposals and subsequent PO's.
- Support growth and development of financial management resources within the company.

Fount Bio, Inc.

100 Chestnut St, Ste 300, Somerville, MA 02143

E info@fountbio.com P +1 (617) 249-3552



- Work closely with budget owners to align on anticipated spending, potential deviations, and generation of regular accounting reports.
- Potentially manage vendors data and keep internal repositories updated.
- Monitor vendor KPIs and assist in reporting vendor performance.

Successful candidates will have demonstrated success and possess the following skills:

- Detail-oriented work ethic.
- Skills for interactively working within a research and development team setting.
- Motivation to take on new challenges and learn new skills.
- The ability to identify gaps and opportunities.
- Responsibility and integrity to ensure successful execution of key deliverables.
- Interest in medical product development.
- Strong attention to details, adaptability and flexibility

About Fount Bio, Inc

Fount Bio, Inc, located in Somerville, MA, is a clinical-stage life science company that develops bioinspired technologies to improve human health and enhance the quality of people's lives. Inspired by nature, Fount Bio has developed the world's first platform capable of building a network of bio-stable polymers within human skin via topical delivery.

Fount Bio is committed to equal employment opportunity and non-discrimination based on race, gender, religion, disability, sexual orientation or disability, or any characteristic protected under applicable law.

Interested candidates should e-mail their resume to Fount Bio (careers@fountbio.com) for further consideration.