

Job offer: Procurement & Logistics Assistant

Company: CarboCode

Location: Technology Transfer Center, Portugal

Role Overview:

CarboCode SA (www.carbocode.com) is a biotechnology company based in Biocant Park, Cantanhede, specializing in the development of technology for biomolecules, including oligosaccharides, glycoconjugates, glycolipids, and glycoproteins. We are currently looking for a **Procurement & Logistics Assistance** to join CarboCode's Technology Transfer Center in Biocant park, dedicated to managing all the logistic operations carried out both Cantanhede and Germany sites.

As a **Procurement & Logistics assistant**, reporting to the Operations Manager, you will join a multidisciplinary team in Cantanhede to assume **procurement** and **inventory management** activities, ensuring efficient material flow and supplier relations to meet operational needs.

Key Duties and Responsibilities:

- Procurement: Assist in the acquisition process of materials and services, identify potential suppliers, request quotations.
- Inventory Management: Monitor and control stock levels, conducting regular inventories to ensure material availability according to demand.
- Issuing PO's: Prepare and issue purchase orders (PO's), following internal approval processes.
- Supplier Management: Maintain frequent contact with suppliers, track deliveries and ensure adherence to deadlines and quality standards.
- Supplier Approval and Evaluation: Participate in the approval and evaluation of suppliers, ensuring compliance with quality requirements and cost-effectiveness.

Qualifications and requirements:

- Experience in Procurement, Logistics, Administration, or related fields.
- Previous experience in purchasing, inventory management, and/or supplier management.
- Strong organizational skills and attention to detail.
- Familiarity with inventory management systems (ERP) is a plus.
- Proactive approach to problem-solving and multi-tasking
- Ability to speak and write English fluently.

What do we offer:

- Collaborative and dynamic work environment.
- Competitive salary and additional benefits.

How to Apply:

Please, send your application to jobs@carbocode.com, including CV, salary expectations and your earliest possible availability to join our team.

Please include "Procurement & Logistics assistant Application" in the subject line of your application email.