



# Procurement Specialist (f/m/d)

Valneva is a specialty vaccine company focused on the development and commercialization of prophylactic vaccines for infectious diseases with significant unmet medical need. Valneva has leveraged its expertise and capabilities both to successfully commercialize two vaccines and to rapidly advance a broad range of vaccine candidates into and through the clinic, including candidates against Lyme disease, the chikungunya virus and COVID-19.

## SCOPE & START

100% (indefinite duration)  
as soon as possible

## PLACE OF WORK

Campus Vienna Biocenter 3  
1030 Vienna

## DEPARTMENT

Supply Chain Management

## CONTACT PERSON

Stephanie Stübler, BSc (WU)  
Human Resources

## YOUR RESPONSIBILITIES

- Work with suppliers of goods and services (Clinical Services, Testing Services and External Manufacturing)
- Execution of deviations, changes, Quality related documents
- Negotiate terms with suppliers such as price, quality of goods, deadlines, expectations, etc.
- Liaise with suppliers and project managers regarding updates and details of goods
- Create purchase orders for goods and services and tally these with supply requests and orders
- Attend meetings with the legal department to ensure any contractual obligations are favorable to the company
- Work closely with the projects teams to understand details of procurement requirements
- Manage Intrastat-reports
- Manage master data (creation, update)
- Create and improve reports on costs and suppliers

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**Advancing Vaccines  
for better lives**

## YOUR QUALIFICATIONS

- Graduate from a commercial and/or technical school or bachelor degree (HTL, HAK, MBA, FH)
- Proven experience (minimum of 2 years) working as a Supply Chain Management specialist in Pharmaceutical or Biotech industry area required (regulated industry)
- Impeccable negotiation and problem-solving skills
- High self-organizing abilities, social competence, combined with business oriented behavior
- Independent work style, strategic and analytical (process) –approach
- Profound knowledge in contract management
- Good knowledge on GMP-procedures
- Fundamental MS-Office skills and experience with an ERP-System (preferably MS-Dynamics AX)
- Excellent written and verbal English and German skills
- Ability to work under time pressure on multiple projects in a changing environment

## OUR OFFER

- Open, appreciative company culture with innovative spirit and attractive assignments
- International surrounding with flat hierarchies
- Good team spirit in a strong and highly motivated team
- Wide range of benefits like flexitime, performance-related bonus, lunch vouchers, child care center (“Kindergarten”), company events

*Due to legal reasons we are obliged to disclose the minimum salary for this position, which is € 35.000 gross per year based on full-time employment. However our salaries are market oriented and in line with your qualifications and experience.*



[www.valneva.com](http://www.valneva.com)