



# GlobalTradeJobs

## Full Job Description

For Current Gilead Employees and Contractors:

Please log onto your

Internal Career Site

to apply for this job.

## Job Description

### Specialist, Supply Chain (Clinical Supplies)

Gilead Sciences, Inc. is a research-based biopharmaceutical company founded in 1987. Together we deliver life-saving therapies to patients in need. With the commitment and drive you bring to the workplace every day, you will be part of a team that is changing the world and helping millions of people live healthier, more fulfilling lives. Our worldwide staff is a close community where you can see the tangible results of your contributions, where every individual matters, and everyone has a chance to enhance their skills through ongoing development. Our scientific focus has resulted in marketed products that are benefiting hundreds of thousands of people, a pipeline of late-stage drug candidates, and unmatched patient access programs to ensure medications are available to those who could otherwise not afford them. By joining Gilead,

**you will further our mission to address unmet medical needs and improve life by advancing the care of patients with life-threatening diseases. The Specialist of Clinical Supply works collaboratively with their manager, the Clinical Supply Chain Management team and Clinical Operations team to carry out all elements of the clinical supply chain from the protocol design through manufacturing to distribution and inventory management of clinical supplies at clinical sites globally.**

**Responsibilities include:**

- **Responsible for independently managing supplies for dynamic lifecycle clinical studies of moderate complexity (phase 1, 2, 3, and Late Phase).**
- **Reports quality-related issues with labels/labeling/distribution vendors in a timely manner for resolution.**
- **Works collaboratively with Clinical Operations and Quality Assurance to ensure on-time delivery of investigational medicinal products (IMP).**
- **Collaborate with external partners and the Logistics team to complete stand-alone and/or project-related tasks to meet clinical study timelines.**
- **Support the revision of SOPs and Work Instructions with their manager's direction and support.**
- **Track regulatory updates related to studies (e.g. country-level approval, filing status, labelling approvals); report challenges to leadership; support regulatory inspections; prepare Clinical Study Report; keep Trial Master File up to date.**
- **Obtain and review quotes, and approve purchase requisitions and invoices.**

**Knowledge and Skills:**

- Possess clinical supplies management experience/ knowledge in forecasting, demand/supply planning, IRT systems, inventory management, clinical labeling, distribution including cold chain, import/export and reverse logistics, GMP regulations.
- Foster collaboration, influencing, and negotiation skills to work effectively with internal cross-functional groups and external suppliers to meet the aggressive clinical study timeline and patient needs.
- Knowledge of clinical blinding practices in global study, from Phase 1 to Late Phase.
- Able to source comparator with manager's guidance.
- Developing knowledge of the FDA, cGMP, GCP standards and regulatory guidance documents such as CFR, Annex 13.
- Learning to work well with ambiguity with manager's support within Gilead's culture and expectations for clinical timelines.
- Strong verbal, written and interpersonal communication skills are required.
- Strong computer, database and organizational skills required. ERP, Planning System, and Project management experience is a plus.
- Able to manage the resource and timeline for studies of moderate complexity.

#### **Education and Experience:**

- 4+ years of relevant experience and a Bachelor's degree
- 2+ years of relevant experience and a Master's degree
- Degrees in the sciences preferred

**We offer you the opportunity to work within a culture of highly motivated, talented individuals who are dedicated to the company's mission. Each job provides wide-ranging responsibilities due to our cross-functional**

**organizational structure and leadership style, which ensures that everyone is engaged, committed and accountable.**

**We are looking for individuals from diverse backgrounds who want to work together and support each other to help make a real difference in the lives of patients - people who thrive on performing well within a challenging and fast-paced environment, living our core values of Integrity (always doing the right thing), Teamwork (collaborating in good faith), Excellence (working at a high level of commitment and capability), Accountability (taking personal responsibility) and Inclusion (Encouraging Diversity).**

**For jobs in the United States:**

**As an equal opportunity employer, Gilead Sciences Inc. is committed to a diverse workforce. Employment decisions regarding recruitment and selection will be made without discrimination based on race, color, religion, national origin, gender, age, sexual orientation, physical or mental disability, genetic information or characteristic, gender identity and expression, veteran status, or other non-job related characteristics or other prohibited grounds specified in applicable federal, state and local laws. In order to ensure reasonable accommodation for individuals protected by Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Act of 1974, and Title I of the Americans with Disabilities Act of 1990, applicants who require accommodation in the job application process may contact**

**[careers@gilead.com](mailto:careers@gilead.com)**

**for assistance.**

*Following extensive monitoring, research, consideration of business implications and advice from internal and external experts, Gilead has made the decision to require all U.S., Canada, Australia, Singapore, and Hong Kong employees and contractors to receive the COVID-19 vaccines as a condition of employment. “Full vaccination” is defined as two weeks after both doses of a two-dose vaccine or two weeks since a single-dose vaccine has been administered. Anyone unable to be vaccinated, either because of a sincerely held religious belief or a medical condition or disability that prevents them from being vaccinated, can request a reasonable accommodation.*

For more information about equal employment opportunity protections, please view the

'Know Your Rights'

poster.

**NOTICE: EMPLOYEE POLYGRAPH PROTECTION ACT**

**YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT**

**PAY TRANSPARENCY NONDISCRIMINATION PROVISION**

Our environment respects individual differences and recognizes each employee as an integral member of our company. Our workforce reflects these values and celebrates the individuals who make up our growing team.

Gilead provides a work environment free of harassment and prohibited conduct. We promote and support individual differences and diversity of thoughts and opinion.

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