

## Job Description

|  |  |   |
|--|--|---|
| <b>Job Title: Supply Chain Manager</b> | <b>Reports To (Title): Vice President, CMC</b>   | <b>Date Created:</b><br><b>03/01/2024</b> |
| <b>Department: CMC</b>                 | <b>Job Type:</b> <input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b> <input type="checkbox"/> <b>Contractor</b> |   |

**SUMMARY OF JOB (brief description):** Soleno Therapeutics, Inc., based in Redwood City, California, is a clinical-stage biopharmaceutical company developing novel therapeutics for the treatment of rare diseases. We are seeking a highly motivated team player and leader to join Soleno Therapeutics as Supply Chain Manager. This role will be responsible for implementation and management of business systems and processes associated with supply chain as well as logistics and inventory tracking.

### RESPONSIBILITIES:

- Lead the implementation of the Sage ERP program, working closely with cross-functional teams to ensure successful integration and alignment with company objectives.
  - Customize system to meet the specific needs of our operations, including inventory management, procurement, and production planning.
  - Provide training and support to employees on the effective use of the ERP system, ensuring widespread adoption and proficiency across the organization.
- Own primary accountability role for ongoing management of inventory transactions within the ERP system including but not limited to Work Order creation and management through completion, movement of asset locations, ensuring accuracy of all data contained, and overall product management within the ERP system.
- Oversee the procurement process from participating in vendor selection of suppliers to managing purchase orders and ensuring timely scheduling, tracking, and delivery of materials to facilities throughout the supply chain. Monitor supplier performance and address any issues or concerns to maintain a reliable and high-quality supply chain.
- Conduct regular inventory audits and reconcile discrepancies to ensure accuracy and reliability of inventory data.
- Support strategic sourcing plans to ensure clinical and commercial supply distribution demand requirements are met including inventory management, supply/demand forecasting, and supplier relations.
- Continuously evaluate and improve supply chain processes to enhance efficiency, reduce costs, and minimize lead times. Identify and mitigate risks within the supply chain, including supply shortages, quality issues, and geopolitical factors that may impact sourcing and procurement.
- Collaborate with internal stakeholders to identify opportunities for process improvement and implement best practices in supply chain management.
- Support and manage serialization program to ensure DSCSA compliance of commercial products.
- Provide regulatory support for company's products including, but not limited to, supply chain information requested for regulatory submissions and annual product reviews; Ensure compliance with regulatory

## Job Description

requirements and industry standards related to supply chain management, including Good Manufacturing Practices (GMP) and ISO standards.

- Partner with Quality to ensure compliance by contract organizations throughout the supply chain.
- Other duties as assigned.
- 20% travel expected.

### QUALIFICATIONS:

- Bachelor's degree in Supply Chain, Information Technology, or a related discipline; graduate degree preferred.
- Experience implementing and managing ERP systems in a biotechnology environment.
- Experience with establishing and managing supply chains including inventory tracking and shipping logistics.
- Proven track record of working with contract manufacturing organizations from development through commercialization.
- Experience operating or maintaining a serialization or similar program appropriate for company size and supply chain complexity is required.
- Excellent interpersonal communication skills (oral and written) with the ability to collaborate effectively with internal stakeholders and vendors.
- Excellent analytical and problem-solving skills, with the ability to interpret data and make data-driven decisions.
- Must be a hands-on team player accustomed to working in a fast-paced environment.
- Knowledge of regulatory requirements and quality standards applicable to the biotechnology industry is a plus.

**Salary Range:** \$120k - \$160k (Actual salary at the time of hire may vary and may be above or below the range based on various factors, including, but not limited to, the candidate's relevant qualifications, skills, and experience, as well as the location where this position may be filled.)