

# AITHYRA

## About AITHYRA

**AITHYRA** is a pioneering biomedical research institute in Vienna, Austria, where artificial intelligence meets life sciences to drive the next biological revolution. Generously funded by the Boehringer Ingelheim Foundation and hosted by the Austrian Academy of Sciences, we are building a world-class collaborative environment that brings together AI specialists, experimental scientists, and engineers to push the boundaries of biomedical innovation.

**Join us in shaping the future of biomedical AI—where science meets innovation,  
and where magic happens.**

## Procurement Manager (all genders)

We are seeking a **Procurement Manager** to establish and oversee our procurement processes, ensuring seamless support for our scientific teams. This position offers a unique opportunity to build a centralized purchasing system from the ground up while collaborating closely with finance, scientific support, AITHYRA researchers and external partners.

You will report directly to **Anita Ender, Managing Director of AITHYRA**, and contribute to the efficient and compliant operation of our research institute.

## Your Tasks

- Develop and refine core procurement processes, including a centralized consumables system, supplier management, inventory oversight, and clear ordering and invoicing workflows in partnership with finance.
- Collaborate closely with finance, legal, and research teams to align procurement activities and support grant funded projects through adherence to sponsor and fund body requirements.
- Lead the full procurement cycle for laboratory equipment and infrastructure by engaging with scientific teams to define requirements and ensuring timely high-quality delivery.
- Oversee public tender activities, ensuring full compliance with legal and institutional procurement standards.
- Maintain strong supplier relationships by negotiating terms, addressing performance issues, and coordinating with scientific support teams to anticipate needs and mitigate supply chain risks.
- Enhance procurement efficiency by implementing digital tools, streamlining processes, and establishing KPIs and reporting mechanisms.

## Your Profile

- Degree in business administration, supply chain management, life sciences, or in a related field.
- Proven experience in procurement, purchasing, or supply chain management, ideally in research, pharma, or biotech.
- Strong plus: familiarity with public tender processes (e.g. BBG, ANKÖ).
- Analytical, strategic thinker able to build efficient systems.
- Strong negotiation and communication skills: fluent in English and German.
- Advantage: experience with procurement software (e.g., SAP, ERP).
- Highly organized, able to work in a fast paced, interdisciplinary setting.
- Proactive, solution-oriented, with a focus on cost and process optimization.

## What We Offer

- A competitive salary (minimum gross annual salary of EUR 65000).
- Support for your wellbeing, including access to a company doctor.
- Fresh fruits, sweet treats, and free coffee & tea are available every day.
- Flexible working arrangements, with the option for one home office day per week.
- Core hours: Monday–Thursday 09:00-15:00, Friday 09:00-13:00.
- Meal allowance to make your day a little easier.
- A welcoming community with diverse social and cultural activities.

- Relocation support to help you settle in comfortably if you're moving to join us.
- Proactive, solution-oriented, with a focus on cost and process optimization.

**Ready to drive strategic, future focused procurement?**

## Application Process

Please submit your application until: 11.01.2026

We will be in touch afterward.

- **CV** highlighting your relevant experience and achievements.
- **Cover letter** outlining your motivation, vision for optimizing procurement in a research-driven organization, and examples of past purchasing or procurement projects (e.g., tender documents, process improvements, cost-saving initiatives).
- **Contact details** of at least two professional references.

We are a curiosity-driven, globally minded organization committed to building an inclusive and flexible workplace. At AITHYRA, we believe diverse perspectives strengthen collaboration and spark innovation. We welcome applicants from all backgrounds, cultures, and experiences to help us create teams that reflect the communities our science serves. Your unique contribution matters here - come realize your full potential with us.

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