



Chief Operations Officer

REVIVO BioSystems is an innovative and service-oriented company founded by a team of engineers and biologists, with many years of experience in biomedical engineering, cell cultures, microfluidics and tissue engineering. The company is aiming to become the Asian and global leading provider of enabling technologies and services for *ex vivo* and *in vitro* testing of chemicals, ingredients, cosmetic formulations and therapeutics. Our goal is to deliver products and services with unmatched quality, consistency, reproducibility, and ease-of-use. We are on a fast growing trajectory and are looking to expand our organisation to further support the company's expansion, and build more opportunities to make the world a more sustainable and ethical place.

We are looking for an experienced, entrepreneurial minded and results driven individual, as the Head of Operations (Chief Operations Officer - COO). This role will be crucial to further develop and grow the foundations and operational structure of the company to enable ambitious & profitable growth. The individual will have a key leadership position and will be reporting directly to the CEO, and the board of the company. This position is a newly filled role, and is being considered a long-term company growth enabling position.

The COO will be accountable for managing and optimising the day-to-day operations of the organization, with an initial focus on structuring and supporting the supply chain design & execution, Customer Support, and strong contributions in commercial dealflow setup with strategic customers, partners and suppliers.

Furthermore, the COO is responsible for scaling up REVIVO's services and products with significant global presence guaranteeing a consistent customer experience, leading the execution of strategies to establish presence and delivery capabilities globally, leading REVIVO BioSystems' operations and running the logistics side of the business. This includes establishing procedures and processes that can be transferred to functional units when REVIVO's team will grow in size.

KEY ACCOUNTABILITIES/RESPONSIBILITIES

- Organize/coordinate inter- & intradepartmental operations, and implement processes to make sure the company hits milestones and deliver services/products in a timely manner
 - Cooperate with the Head of *Ex Vivo* and *In Vitro* Testing to structure REVIVO BioSystems' testing services operations and establish efficient and GLP-compliant processes
 - Together with the Management Team, identify regulations to comply with for carrying on REVIVO's operations, and develop and implement related procedures and processes
 - Plan and oversee the operations related to hardware development and manufacturing (products and prototypes), tissue engineering productization and shipping from end-to-end
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- Evaluate, negotiate and close deals with suppliers and strategic partners
- Ensure operations are ready to support product launches and delivery
- Identify critical partners and build, structure and manage an efficient supply chain
- With traction growing, scale REVIVO's operations in terms of capabilities, manpower and resources in a joint effort with the rest of the Management Team
- Oversee the production and distribution logistics (materials handling, production, packaging, inventory, sterilization, transportation, warehousing, and security)
- Establish SOPs for operations and Quality Management System, in particular with regards to logistics, production and post-sales processes
- Liaise with prospects to understand their requirements and support the Sales and Service teams in converting them into active clients by assisting with project or products definition, cost structures and estimated delivery times, execution plans for delivering the service/product, coordination of logistics and supply chain operations

MINIMUM REQUIREMENTS – EDUCATION AND EXPERIENCE

Individuals applying for this leadership position are required to have at least +5 years experience in Technology and Innovation, in a similar or close adjacency business. Having an Engineering degree in a relevant domain is a significant plus, while bringing business expertise in the form of an MBA or past business and/or organisational accountability is a key advantage. Past experience in deal brokering and partner development is also a significant advantage.

We expect candidates to have a track record of active industry engagements, and have a solid reputation among a wide network. This should include expertise with more than one of the following industries: organ-on-a-chip, microfluidic systems manufacturing, *ex vivo* and *in vitro* testing, cell culture/tissue engineering.

As a solution focused problem solver, the person should have a creative instinct with an ability to think laterally with proven expertise in planning, execution and leadership of new business strategies. A high level of commercial & cultural awareness and an eye for detail are essential.

As the role is both outward & inward facing and highly collaborative, we expect the person to have strong written, verbal communications skills, and excellent leadership acumen which will translate into motivating colleagues and inspiring potential clients & partners, in line with Revivo Biosystems' operational principles and values. Although we are predominantly based in Singapore, leadership skills across geographies are a requirement, while the ability to manage projects and teams across cultures is essential.

A success oriented culture is highly dependent on leaders who lead by example, therefore, he/she must always be professional, work with integrity and actively promote ethics and compliance policies across the organization.

We are ultimately looking for an individual that will both contribute to building the business, but also grow the values and the Revivo Biosystems' culture. Together we will create the feel of the place, and establish a world leading company leading the future of Ethical Research.