

# DELIVERING THE POWER OF T CELLS TO CANCER PATIENTS

Immatics combines the discovery of true targets for cancer immunotherapies with the development of the right T cell receptors with the goal of enabling a robust and specific T cell response against these targets. This deep know-how is the foundation for our pipeline of Adoptive Cell Therapies and TCR Bispecifics as well as our partnerships with global leaders in the pharmaceutical industry. Operating from Tuebingen, Munich and Houston, we are committed to delivering the power of T cells and to unlocking new avenues for patients in their fight against cancer. For more detailed information, visit [www.immatics.com](http://www.immatics.com).

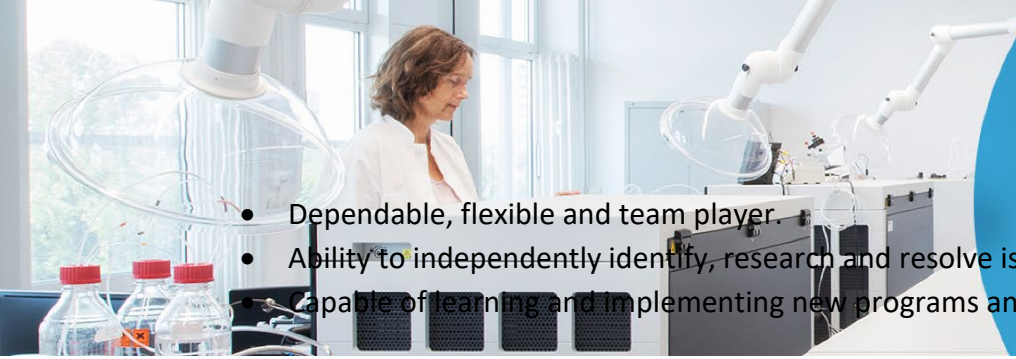
We are currently seeking a Full Time **PROCUREMENT SPECIALIST** for our **FINANCE DEPARTMENT** to support our team. This position will work in Houston, Texas and will play a key role in the day-to-day operational US procurement activities of the business.

**The main responsibilities of this position will include but are not limited to the following tasks:**

- Complete orders in a timely fashion with accuracy and integrity; prioritize orders to ensure the most critical are processed immediately for timely delivery.
- Evaluate orders to determine the most effective costs and work with sales reps on discounted pricing/cost negotiations and product search/analysis.
- Purchase and reservation of goods.
- Development of purchasing processes.
- Maintenance of master data (Contacts of sales representatives, login data...).
- Document processing (quotes, orders, delivery notes).
- Ensuring the availability of goods.
- Monitoring delivery dates.
- Processing of returns.
- Purchasing analytics.
- Inventory of storage locations.
- Receipt of goods.

**The qualifications for this position include, but are not limited to the following:**

- Bachelor's Degree preferred.
- Must have 1 to 2 years of service experience, preferably with a biotech company.
- Ability to develop and maintain relationships with both team members and vendors through effective and timely communication.
- Highly proficient with MS Office.
- Ability to prioritize and handle multiple tasks in a fast-paced/changing environment.
- Strong written and verbal skills.
- Decisive, detailed-oriented and highly accurate.



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- Dependable, flexible and team player.
- Ability to independently identify, research and resolve issues.
- Capable of learning and implementing new programs and software applications.

We expect a high degree of independent working, analytical reasoning and excellent communication skills. You embrace rapidly changing requirements with an open mind, think outside the box and show a high degree of flexibility in an environment which is marked by a constant striving for excellence. You approach tasks in a structured, reliable and foresighted manner, combined with an elevated level of individual responsibility, enthusiasm and strong social skills.

## **What Immatics Offers**

We are a committed and inspired team and cherish the collegial, highly motivated and family-friendly atmosphere within Immatics. Our culture allows for a high level of originality, independent thinking and initiative. We believe in supporting our employees' professional and social skills. Immatics offers partial subsidized health, dental and vision insurance, 401(k), 160 hours of PTO annually, paid holidays, paid parking, paid short/long term disability/AD&D and life insurance and stock options.

If you're interested in working for Immatics, please forward you CV along with a letter of introduction via e-mail to [RecruitingUS@immatics.com](mailto:RecruitingUS@immatics.com). For more detailed information about Immatics and privacy protection visit [www.immatics.com](http://www.immatics.com).

**Notice to Third-Party Recruiters/Staffing Agencies:** Recruitment is managed through Immatics US' Human Resources department. Resumes will only be accepted from staffing agency/recruiters if there is a signed contract in place. Recruiters are requested to not contact our hiring managers or employees directly to inquire about open positions or to present candidates. In the event a staffing agency/third-party recruiter submits a resume without a contract in place, the candidate submitted will be considered unsolicited and treated as if the candidate submitted their resume directly to Immatics US, and no fee/payment will be paid. Recruiters interested in working with Immatics US can submit their information to [HR-US@imamtics.com](mailto:HR-US@imamtics.com), and we will contact you if needed.