

LIN-ZHI INTERNATIONAL, INC.
STANDARD OPERATING PROCEDURE

REF: ADM/0208-29
ISSUE: 3
REV: 0
DATE: 09/04/2026

JOB DESCRIPTION

Lin-Zhi International, Inc.™ (LZI) was founded in 1998 by Dr. Cheng-I Lin and Dr. Marie Lin in California. LZI focuses on producing innovative and high-quality homogeneous enzyme immunoassay (EIA) and enzymatic assay reagents for the clinical diagnostic industry. As both a cutting-edge biotech company and a small business, LZI seeks employees who will thrive in a small-business setting: self-driven, hard-working, and flexible individuals.

The nature of *Lin-Zhi International, Inc.* business dictates that personnel must remain flexible and have the ability to accept responsibilities within their educational and training levels. These may be different from those stated on their “Terms of Employment.”

JOB TITLE:

Purchasing Supervisor

RESPONSIBLE TO:

General Manager and Accounting Manager

GENERAL DUTIES:

- Oversee the process of sourcing and purchasing materials for company operations.
 - Responsible for oversight and supervision of day-to-day operations of the Purchasing team and to ensure they meet goals and objectives, including providing evaluation and feedback; provide training; manage the day-to-day operations of the Purchasing team.
 - Creating and updating purchasing processes and Standard Operating Procedures (SOPs), Protocols, and Forms in coordination with relevant departments and properly documenting purchasing activities.
- * Additional duties and modifications may be added as the need arises.

SPECIFIC DUTIES:

- Manage day-to-day workflow of purchasing staff and provide direction, guidance, motivation, discipline, feedback, evaluation, key performance indicators, and training; establish work deadlines; conduct regular 1-1 and team meetings; assign and coordinate completion of assignments.
- Responsible for recruitment and hiring of new purchasing team members.
- Cross-functional collaboration: work closely with operations, finance, legal, inventory, manufacturing, and R&D teams to develop, streamline, and execute company purchasing strategy and related processes, as well as to oversee the identification and monitoring of needs, inventory, and requirements for equipment, materials, products, services, and acceptable secondary sources.

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- Financial control function: oversee and monitor buying activities to ensure all purchases stay within financial limits; collaborate to create and administer budgets; spend tracking for departments and projects; cost control; purchase order approvals; financial reporting.
- Responsible for supplier sourcing including: vendor research and selection, develop and improve supplier performance evaluation program based on quality, timeliness, and price; build and maintain vendor relationships; resolve grievances with vendors, contractors, and suppliers.
- Responsible for recruiting and training new purchasing staff.
- Maintain DEA compliance in all LZI purchasing-related processes in coordination with DEA Compliance Analyst.
- Develop and maintain accurate records of ordered and received goods.
- Oversee removal and disposal activities of company in coordination with relevant departments.
- Acts as company representative in negotiations with suppliers, including pricing, volume discounts, payment terms, and contracts; maintain contract database and monitors contract expirations and renewals; ensure valid, current contracts with vendors; collaborate with legal and administrative team members.
- Responsible for vendor research, selection, performance evaluations based on quality, timeliness, and price; build and maintain vendor relationships; resolve grievances with vendors, contractors, and suppliers.
- Stay current with purchasing technology trends and oversee purchase and implementation of software as applicable, including creating and updating manual entry spreadsheets; implement new accounting, inventory, and purchasing software as applicable; collaborate with LZI's internal software developer(s) to continuously update and improve company Internal Ordering System (IOS).
- Analyze inventory levels, demand forecasts, and consumption patterns to optimize stock levels and reduce carrying costs.
- Improve and automate company purchasing practices focusing on the build out of department infrastructure; responsible for developing and creating SOPs, protocols, and forms, and training procedures.
- Responsible for reporting, summary, data analysis, and presentation of company spending, inventory, forecasts, improvements to procurement practices, cost-saving opportunities, process improvements, performance metrics, and trends on a weekly, quarterly, and annual basis or as-needed basis to managers and Upper Management, including giving an annual purchasing presentation as part of the Annual Management Review Meeting (AMRM);
- Provide feedback to Upper Management and Managers on work-related issues and employee performance.

QUALIFICATION & EXPERIENCE REQUIREMENTS:

- Bachelor's degree.
- 3-5+ years of purchasing experience.
- 2+ years of supervisory and/or management experience.

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- Excellent writing and communication skills.
- Excellent time management and prioritization skills.
- Advanced skill in Microsoft Suite (e.g. Word, Excel), Google Workspace (e.g. Gmail, Sheets, Docs), and Adobe Acrobat.
- Able to think critically, analyze, and troubleshoot data.
- Experience with sourcing, logistics, and supply chain best practices.
- Knowledge of vendor management and inventory management systems, including ERM software.
- Must be detail oriented and excel at record-keeping.
- Have the ability to work well under multiple deadlines.
- Able to think critically, analyze, and troubleshoot data.
- Ability to lead and work well on a team.
- Have a vehicle and a valid CA driver's license and be willing to drop-off or pick-up items if needed.

PREFERRED:

- Inventory experience and knowledge of inventory systems and controls.
- Experience with QuickBooks software.
- Knowledge of local and national laws and regulations related to procurement.
- Experience with buying for manufacturers and/or biotech companies.
- Data analytics experience, including ability to build dashboards.

Lin-Zhi International, Inc. is committed to building a diverse and inclusive work environment that reflects the society and communities in which we are located. We're committed to diversity and actively seek out applicants from groups facing systemic inequities in the biotech world.

Lin-Zhi International, Inc. is an equal opportunity employer. We enthusiastically welcome and accept our responsibility to make employment decisions without regard to race, gender, sex, sexual orientation, gender identity, age, religious creed, color, national origin, religion, marital status, medical condition as defined under State law, disability, genetic information, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances.