



With more than 50 years of combined experience, Helix Medical LLC is a leading global supplier of medical devices supporting the ENT marketplace and custom manufactured solutions supporting top medical device manufacturers in pharmaceutical, biotech, and medical industries. With operations spanning North America, Europe, and Asia, we are positioned to meet the needs and expectations of our customers. Come join our amazing and inspiring team!

We are seeking a **Materials Manager** to manage & monitor inventory, delivery metrics, procurement, production, and train, review, and supervise personnel in the Materials department. This position reports directly to the VP & General Manager. This is an excellent opportunity for the right candidate; however, you must be motivated and THRIVE in a fast-paced environment striving for continuous improvement.

Essential Functions and Basic Duties

- Maintain minimum raw goods inventory levels without experiencing material shortages.
- Maintain minimum finished goods inventory levels for HMI without experiencing material shortages and meets customer expectations
- Maintain minimum finished goods inventory levels for IHT without experiencing material shortages and meets customers expectations
- Work with the Operations Manager functioning as a buyer/planner for select work cells to provide for level scheduling of production floor
- Identify areas for continual improvement in the procurement and production or products at Helix Medical.
- Supervise department personnel.
- Establish inventory and delivery metrics.
- Conduct annual employee reviews
- Give "Materials Department" status presentation (inventory levels, on-time delivery) at monthly Business Operation Management meeting review.
- Member of the new product development team representing materials for select work cells.
- Assist in the solutions to inventory shortages or missed customer commitments.
- Responsible for documented completion of training for staff/employees per current company procedures.

Qualifications

Education/certification

- B.A. preferred or A.A or equivalent experience

Required Experience:

- Must have a minimum of 5-8 or more years experience in Purchasing / Materials field.

Required Knowledge:

- Materials Requirements Planning Systems
- Understanding of Accounts Payable
- Inventory Control
- Strong verbal and written communications skills to communicate with all levels of Associates
- Proficiency in Word, Excel and Power Point

Required Skills/Abilities:

- Good organizational skills
- Good reasoning abilities and sound judgment
- Initiative and leadership skills
- Accurate and attention to detail.
- Ability to assist and support others.
- Ability to work independently and as a member of a cross-functional team

In exchange for your skills and talents, we offer a competitive salary plus a full range of benefits including medical, dental & vision insurance, basic & supplemental life, long term & short term disability, and our 401K currently is 100% vested after 2 years.

More importantly, you'll become a key player at a rapidly growing medical device engineering and manufacturing company. If you're like the majority of the people who work here, this will be the best place you'll ever work. Want to learn more about Helix Medical? Check out our website at <http://www.helixmedical.com> This position is full-time, onsite in Carpinteria, CA.

Interested candidates meeting these qualifications should apply and send a resume and cover letter explaining why you are that one special candidate to helixcareers@helixmedical.com. Subject: **Job Code: MM1005H.**

Helix Medical is an Equal Employment Opportunity employer.

Agencies & Direct Placements:

Helix Medical LLC practice is to partner and work with our approved vendors only. Any resumes submitted from unapproved vendors will be considered unsolicited, and Helix Medical will not be obligated to pay a referral fee.