



COMPANY PROFILE

HELIX MEDICAL, LLC **Careers**

Helix Medical LLC is a dynamic, innovative, growth oriented Company specializing in the design, manufacturing, marketing and sales of silicone based medical and biotechnology devices and components. We are a global leader in the medical device industry with 20 years experience that is focused on silicone medical devices and components. We excel in custom device/component manufacturing for large Medical Device customers and also manufacture and market our own line of products for the Pharma/ Biotech industries.

POSITION TITLE **PROJECT MANAGER**

BASIC FUNCTION

Strategic position reporting directly to VP of Operations responsible for managing new prototype and production projects for the pharma/ biomedical and medical device manufacturing product lines.

PRINCIPAL ACCOUNTABILITIES

PROJECT & QUOTATION MANAGEMENT:

As the Advanced Product Quality Planning (APQP) champion, this position schedules and coordinates new prototype and production projects, (correspondence, preparation, and follow-up) for Helix Medical LLC. Works Manufacturing Engineering and reviews proposed costs, recommends pricing to the HMI Business Unit Manager and/or Sales and Marketing Managers and finalizes quotes and projects as directed. Provides information for survey and capabilities questionnaires and supports audits.

Measurement Device:

Review on completion, of assigned, written projects that have directly contributed to problem resolution in dealing with customer relations, cost, pricing or a factor that contributes to our ability to compete. Quarterly review of business unit performance and monthly review of assigned high visibility projects.

Weight: 60%

PERSONNEL PROJECT MANAGEMENT:

Able to develop and implement human resource plans with functional/departmental managers to ensure that the right amount of resources are utilized at each project phase to keep the project on schedule and establish a stable base for ongoing manufacturing.

Measurement Device:

Successful project launches with all required resource in place.

Weight: 30%

QA/RA COMPLIANCE:

Leads the entire project team in all phases of the program in accordance with Freudenberg-NOK QSR, GMP, and notified body requirements.

Measurement Device:

Successful launch of new projects complying with all Freudenberg-NOK, GMP, and notified body requirements.

Weight: 10%

JOB STANDARDS:

ESSENTIAL FUNCTION

Project management for the pharma/biomedical and medical device manufacturing product lines.

PHYSICAL REQUIREMENTS

Involves sitting, standing and/or walking, with frequent ability to exert up to 10 pounds of force to move subjects and occasionally exert up to 20 pounds of force to move objects. International and/or domestic travel may be required in the course of this position.

PHYSICAL ACTIVITY

Fingering, ability to pick, pushes or presses with fingertips. Grasping, ability to apply pressure to an object with fingers and palm of hand. Hearing, ability to receive detailed information through oral communication and to make discriminations in sound perceiving their nature with no less than 40 db loss @ 500 Hz, 1000 Hz and 2000 Hz. Reaching, extending hands or arms in any direction. Repetitive motions, physical ability to sustain movements of the fingers, wrists, hands or arms. Talking, ability to express or change information by means of the spoken word.

EXPERIENCE, EDUCATION OR SKILLS

Bachelors degree in Business, Science, or Engineering, M.B.A. a plus. 2-5 yrs relevant job experience.

This job description is not intended to be all-inclusive and still takes into consideration routine tasks in the basic job function. An employee may also perform other reasonable related business duties as assigned by immediate supervisor or management.

Please reference job code: PMGR2008

Submit your resume to:

Helix Medical, LLC
Attn: Career Opportunities
1110 Mark Avenue.
Carpinteria, CA 93013
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Email careers@helixmedical.com