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Position: Purchasing / Production Manager
Manager: Director of Operations
Industry: Medical Device
Location: Anaheim, CA

Company Overview:

Our client is a medical device company that was established to offer a new approach to biophotonic therapy for health and medical providers by providing unique devices founded on NASA-developed technology. Backed by clinical studies, they are bringing to market safe, effective and affordable devices that unlock the clinical power of light-based therapy that conveniently treats a variety of pain, dermatology and musculoskeletal conditions.

About This Role

We are currently seeking an experienced Purchasing/Production Manager in their Anaheim, CA location. The role of the Purchasing/Production Manager is to manage the overall process of purchasing, production, inventory and management of employees performing all assembly tasks. They will also plan, direct and coordinate the work activities and resources necessary for manufacturing products in accordance with quality, cost and quantity specifications. The Purchasing/Production Manager's key challenge is to maintain supply chain and production within specific guidelines for quality, production process efficiency, labor cost, and distribution.

Job Responsibilities Include:

- Planning and directing the manufacture of the products to meet company goals for quality, quantity and cost, and in compliance with medical device regulations.
- Manage external vendors to insure product delivery.
- Establishing and controlling conditions of production in order to support on-time, high-quality shipments that meet customer expectations.
- Maintaining employee safety and morale by creating a safe, efficient and fun working environment.
- Fostering a collaborative, open and boundaryless culture of ownership and accountability.
- Participating actively in standardization, cost reduction, and ERP utilization activities.
- Developing and motivating cost-effective alternatives and improvements to production processes.
- Ensuring proper staffing levels, quality and quantity, to meet customer requirements and achieving productivity.
- Ensuring that all employees receive adequate training, product is manufactured within current specifications, and that all SOP's, Work Instructions and Guidelines are appropriately followed.
- Summarizing and publishing production results with appropriate context and explanation.
- Encouraging development opportunities for team members through participation in education programs, current literature, training meetings and workshops.

Qualifications:

- Experience with purchasing/manufacturing/assembly/vendor relationships.
- Medical Device, Pharma, or Biotech experience; understanding of ISO 13485 and FDA regulations.
- Hands on attitude in a rapidly changing environment. Must be able to adapt.
- Proven track record of leading a team to consistently deliver high-quality products.
- Demonstrated leadership skills; clear examples of motivating, influencing and developing team members at all levels.
- Strong project management skills, including the ability to prioritize, balance and manage multiple efforts with strong results/goal orientation.
- Strong communication and interpersonal skills; ability to effectively communicate complex information to all employee levels, and to set clear expectations.
- Experience with ERP Systems and Microsoft Office products.

This is an exempt, full-time position with competitive salary package, 401(k) matching and excellent benefits including medical, dental and vision insurance, paid holidays and paid time off.