



SUPPLY CHAIN PROJECT MANAGER

TEAM: Production

TEAM LEAD: Project Manager

CLASSIFICATION: Exempt

OVERVIEW

The Supply Chain Project Manager serves a critical role in Eden Labs' product manufacturing ensuring Eden Labs GMP compliant production meets quality, cost, and delivery timing expectations.

Supervises in-house Production team as well as the Shipping and Receiving Coordinator ensuring an accurate parts inventory is always maintained.

PRIMARY PRODUCTION PROJECT MANAGEMENT RESPONSIBILITIES

- Supervise the Warehouse Shipping/Receiving Coordinator and the on-site Production Team:
 - Communicate and assign projects (e.g. System Orders, On Demand Parts / Service Support, Research and Design, etc.);
 - Develop and assign project tasks to Production Team using PM.Com;
 - Ensure Production assignments are completed on time and according to plan.
- Review Sales Orders with Operations and Sales Representative to ensure accuracy.
 - Create System Project and assign tasks to Company team members in PM.com based on Sales Order.
- Develop testing protocols, production and shipping checklists, system packing slips for Systems to include associated Standard Operating Procedures.
- Maintain and supervise Company Supply Chain, Shipping, Receiving, Warehousing and distribution operations by initiating, developing, coordinating and enforcing program and operational policies and procedures.
- Provide reports and communications on demand for team/coworkers; especially Executives, Operations, Accounting, and Production Teams.
- Communicate with vendors, suppliers, and manufacturers to obtain pricing, quotes, and supply availability for all key materials, parts, and components.
- Maintain healthy and productive relationships with vendors, suppliers, and manufacturers by communicating expectations, issues, and re-order projections.
- Submit Purchase Order for key materials, parts, and components to Accounting as necessary.
- Maintain an accurate production timing calendar with consistent production check-ins communicating any delays directly to the sales coordinator.
- Ensure all records are organized and accessible for review and audits in appropriate format(s), e.g. hard copy, electronic..
- Coordinate and prepare packing lists for System Shipping.
- Develop Standard Operating Procedures (SOP), including required GMP Quality Control checklists.

REQUIREMENTS

- BS Degree in Supply Chain, Engineering, Business Management, Operations, Information Technology, and coursework viewed favorably. Advanced degree a plus.
- PMP Certification a plus.
- Extensive knowledge/use of Project Management system such as PM.com
- Continuous Improvement experience with knowledge and practical application of multiple methodologies (Lean, Six Sigma, Kaizen, Kanban, etc.) preferred.

- Working knowledge of pipe, tube, fittings, valves, instrumentation, and equipment.
- Proficient in the use of inventory specific or other database software, Quickbooks Inventory Pro.
- Comfortable in a dynamic work environment and flexible with changes in the business.
- Positive, solution oriented, attitude and approach to job and work environment.
- Must be organized, positive, proactive, and results-oriented.
- Proficient in the preparation and organization of documentation and records.
- Strong communication and people skills.
- Sense of urgency, priority, and proficient with time management.
- 2+ years of inventory management experience.
- Available for travel up to 10% domestically and internationally as needed.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.