



# HEALTH LINE

## MEDICAL PRODUCTS

### **Materials Purchasing Manager**

#### **Job Summary**

Ensure procedures for purchasing activities are implemented and maintained in accordance with the Quality Manual. Purchase materials for products, determine need for new suppliers and forward self-survey to suppliers. Oversee production activities and supervise production employees. Coordinate with Quality, Engineering, and Production for the handling of non-conforming material per the Quality Manual.

#### **Supervision Received**

- Must work independently
- Reports directly to CEO with a dotted line to the CFO

#### **Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Responsible for Inspection, Material Handling, Safety, Shipping, and Receiving
- Schedules material purchases per sales orders and projected customer demand
- Maintains supplier data (e.g., on-time delivery, non-conforming materials, etc.)
- Participates on the Material Review Board
- Assists in formal design review process
- Ensures that quality control procedures and methods are being followed per the Quality Manual
- Maintains the segregation of non-conforming materials and products
- Assists in review and revision of the Quality Manuals, documentation, forms, and procedures
- Must read and speak English fluently
- Work well with other team members
- Understand daily and long-term goals
- Manage production/manufacturing department
- Attention to detail
- Quality conscious
- Basic computer skills

#### **Desired Minimum Qualifications**

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position.

- High school diploma or equivalent
- Experience or equivalent combination of education and experience in materials management and/or production

## **Essential Required Training**

- Understanding of Quality Management Systems
- Familiarity of ISO 13485:2003 and 21CFR 820 requirements

## **Physical Requirements**

The physical requirements listed in this section include, but are not limited to, the motor/physical abilities and skills required to undertake the duties and responsibilities of this position. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to empower individuals with disabilities to undertake the essential duties and responsibilities of the position.

While undertaking the essential duties and responsibilities of the position, the employee must repeatedly sit, listen, speak, and write, and type. The employee is required to go to all areas of the company. Employee must be able to travel independently via car or airplane, domestically or internationally, as needed.

## **Compensation and Benefits**

- Competitive Pay, D.O.E.
- Benefits:
  - Health insurance
  - Dental insurance
  - Vision insurance
  - PTO

## **Section Guidelines**

- Formal application
- Rating of education and experience
- Oral interview
- Reference check

## **Disclaimer**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.