



Corporate Office:
51 Technology Drive
Anderson, SC 29625
Phone: 864.328.0008
www.poly-med.com

Part A - General Position Information

Job Title: PMP Project Manager	Department Name: Corporate	Reports to:	FLSA Status:
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Part B – Company Information

About Us:

Poly-Med is the leading developer of bioresorbable polymers and fibers. We help innovative medical device companies focused on improving patient outcomes. Poly-Med designs, develops and manufactures superior materials to get customer products to market in the most efficient manner with the greatest improvement to quality of life. Located in Anderson, South Carolina, Poly-Med, Inc. has been recognized as a leader in the industry for over 20 years. Poly-Med continues to grow in a multitude of medical device modalities. Our novel materials are key in actively enabling products ranging from vascular stents, hernia meshes, dental delivery systems, dental hygiene, and a variety of wound closure applications in the worldwide medical device market.

For additional information, visit our website at www.Poly-Med.com.

Our Team:

We employ a widely diverse team comprised of experts from material science, chemical engineering, mechanical engineering, bioengineering, biology, business marketing, and project management to create a work environment focused on solving tough medically related problems. Our team is energetic, resourceful, and, above all, collaborative. We are searching for like-minded talent to build on our success and continue our quest to improve patient outcomes through novel polymeric and drug delivery systems.

Part C - Position Information

Description:

The PMP Project Manager is responsible for multiple Poly-Med accounts, outlined on customer and project trackers. This position owns the project plan and works with stakeholders to matrix-manage teams in building and developing Poly-Med materials and service offerings. PMP Project Manager considers the entire lifecycle of materials and works towards best Quality and Design for Manufacturability with project outcomes. This individual is also responsible for growing revenue related to their clients and helping those clients bring their products to market.

Responsibilities:

- Create project charter => Interface with stakeholders as mentioned above to define high-level project needs
- Create the project plan => Work with your matrix team in creating realizable detailed project plans
- LEAD the project => Consistent collaboration with CTO office on managing the dynamic environment of these ground-breaking materials development projects
- Control the project => Consistent collaboration with PMO office on ensuring project standards/performance and that the strategy of the overall work aligns with company intent.
- Provide project management expertise in producing the most predictable project outcomes
- Mentor and develop others in the area of project management
- Support new equipment/process implementation.
- Manage your team on process validation activities.
- Manage your team on risk analysis activities such as FMEA
- Provide cost-saving initiatives by evaluating manufacturing processes while maintaining quality standards.
- Generate revenue by discussing, preparing and executing proposals with customers.
- Develop current accounts through efficient follow through as well as exploration of other synergistic activities between companies.
- Interact with Sales to develop new clients and identify key decision makers to communicate with.
- Interface with Product Managers to continually develop product lines based on experience with clients.

- Develop and maintain consistent communication and delivery with accounts.
- Ensure customer satisfaction and success while managing Poly-Med interests such as intellectual property project profitability etc.
- Will participate in lab work as needed
- Assist with and ensure continuity in contractual agreements with accounts

Required/Preferable Knowledge, Skills and Abilities

- Organized
- Team Player
- Confident
- Can easily communicate with individuals with various levels of technical experience
- Effective presentation skills
- Ability to facilitate small groups
- Logical and critical thinking
- Expert problem-solver
- Ability to influence and persuade
- Ability to handle multiple and competing priorities
- Ability to balance big-picture view with details and issues
- Consistent performer on all your typical project management skill-sets which include complete project plan development and ownership of: (Scope/Schedule/Budget/Communications/Risk/Quality/Team and Stakeholder management).
- Self-starter with enthusiasm and ability to work in a team environment.
- Solid project management skills and practicing knowledge of project management principles
- Effective communication, leadership, organization and decision-making skills
- Effective negotiation and conflict resolution skills
- Familiarity with domestic and international standards such as ISO, ASTM standards, GMP, and OSHA regulations.
- Computer literacy, knowledge of Microsoft Windows and Microsoft Office required. Gantt chart project schedule presentations
- Lean manufacturing and six sigma experience preferred.
- Experience with polymer creation, processing, and fiber formation preferred.
- Experience working in a plastics manufacturing environment, medical device preferred.

Education/Experience Requirements:

Required: Bachelor's degree in an engineering discipline or material science and 5 years of project management experience.

Preferred: MS or Ph.D. in a related science or engineering discipline and 5+ years of experience.

Environmental Requirements:

Must be able to adapt to multiple indoor work environments (shared office space, shared lab space and production areas).

Physical Requirements:

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| <input checked="" type="checkbox"/> Sitting | |
| <input checked="" type="checkbox"/> Standing | |
| <input checked="" type="checkbox"/> Walking | |
| <input checked="" type="checkbox"/> Climbing/Balancing | |
| <input checked="" type="checkbox"/> Reaching – with Arms and Hands | |
| <input checked="" type="checkbox"/> Stooping/Kneeling/Crouching/Crawling | |
| <input checked="" type="checkbox"/> Talking | |
| <input checked="" type="checkbox"/> Hearing | |
| <input checked="" type="checkbox"/> Feeling/Touching | |
| <input checked="" type="checkbox"/> Vision – Close, Peripheral, Depth, Ability to Adjust Focus | |
| <input type="checkbox"/> Other: | |

If you are interested in working with us, please email your resume; tell us a little about who you are and what makes you want to join our team to recruiting@poly-med.com.

When submitting your resume, please answer the following questions:

- How many years of Project Management experience do you have?
- Are you willing to undergo a background check, in accordance with local law/regulations?
- Are you authorized to work in the following country: United States?