



Position: Contract Manufacturing Support Specialist

Department: Operations

Location: Marlborough, MA

Summary

The Contract Manufacturing support specialist contributes in activities and communication for supplier management for contract manufacturers for our Instruments. The position will work closely with our CMO and Procurement manager to handle the day-to-day operational activities of the contract manufacturers and various upstream suppliers. The ideal candidate will be an innovative contributor with a depth of experience in supply chain management as well as experience in Lean and/or Six Sigma Manufacturing principles. Experience working with complex electromechanical devices and/or capital equipment in a regulated environment is preferred.

Essential Functions:

- Plans, organizes, directs and monitors activities related to contract manufacturing organizations
- Organizes, supervises and directs the work of supply chain activities and processes.
- Control maintenance and accuracy of data in ERP system
- Develops a system to evaluate vendor quotations that utilizes appropriate negotiation and purchasing techniques to ensure quality, price, delivery, and service.
- Works within NetSuite ERP system transactionally to support CM activities.
- Recruits and maintains suppliers that provide high quality products and services at a better price while maintaining the highest code of ethics and conduct.
- Prepares and issues purchase orders and change notices.
- Reviews purchase order claims and contracts for conformance to company policy.
- Prepares and reviews contracts, bids, proposals, and vendor agreements for legal correctness, price and acceptability of items to specifications.
- Interact closely with cross-functional internal and external teams.
- Arranges for disposal of surplus materials.
- Other duties as assigned related to training and documentation of standard practices.

Skills:

- ERP expertise, especially with transactional activities and reconciliation
- Experience with GMP- or ISO-certified operations required
- CSCMP, APICS or Six Sigma Certification highly desired
- Ability to handle and work under stressful situations.
- Effective and creative customer problem solving skills.
- Demonstrated success managing multiple projects and priorities.
- Demonstrated success holding suppliers accountable to task and pushing back on timelines and fellow staff.
- Effective relationship management skills.
- Proven effective verbal, written and presentation communication skills.
- Demonstrated ability to use communication methods and strategies that influence desired results.
- Demonstrated ability to establish and maintain credibility, trust, and positive relationships.



- Computer skills for practical use with Email, word processing and spreadsheets.
- Will require travel to supplier sites

Experience / Education

- Bachelor's degree (B. S.) in Business, Operations, Engineering or equivalent; and/or 5-10 years related materials management and supplier management experience; or equivalent combination of education and experience. Demonstrated success leading and managing contract manufacturers. Experience in medical device strongly preferred.