

NeoCoil, LLC is a leader in RF design for MRI coils. Our focus through innovation and precision is to engineer and manufacture the highest quality coils for the medical industry. Due to our growth and continued success, we are seeking a **Project Manager** to assume program ownership for a number of RF coil products/programs.

Responsibilities:

- Directly responsible for leading project teams from the planning and development stages through manufacturing, testing and evaluation of product
- Work closely with all cross functional teams within the organization to lead the activities of the program
- Work closely with the customer to communicate program status and requirements
- Create project management plan to address risk-management and crisis avoidance. Direct schedules as well as project deliverables and develop plans, as needed, to address program discrepancies
- Oversee compilation of project design documents including design history files, technical files and change orders
- Interact closely with product development and engineering teams to establish goals, evaluate results and train team members in order to ensure products are engineered and designed for manufacturability
- Monitor the project from initiation through delivery and organization interdepartmental activities to ensure completion of project on schedule and within budget
- Manage activities surrounding approval of program specific engineering change requests
- Execute quality assurance activities related to equipment/fixtures/process/product validation, quality improvement, process risk management and corrective and preventative action.
- Ensure activities of the project are in compliance with the established quality system. Execute as specified in product roadmap and according to standard procedures
- Communicate effectively with all team members in order to coordinate and complete activities

Preferred experience and qualifications:

- BS degree in Electrical Engineering, Mechanical Engineering or related field
- 6-10 years' project management experience, preferably in a regulated/process oriented environment such as medical device
- PMP certification a plus
- Experience with project/program management tools and procedures for setting and tracking project performance, quality, time and cost
- Must possess quality orientation and high attention to detail
- Ability to coach and transfer knowledge
- "Hands-on" electrical design experience a definite plus
- Experience with clinical use applications also a definite plus
- Must possess a willingness to wear many hats

- Must work well in a collaborative environment and possess good interpersonal skills, communication skills, and conflict resolution skills
- Efficient with computer software programs - MS Office, Outlook, Word, Excel, MS Project

If you are interested in joining a first class, growing organization with a vision for the future, please send us your resume. We are a fast-paced work environment, offering competitive compensation and so much more. Please visit www.neocoil.com for more information.