



NeoCoil, LLC is a leader in MRI coils and imaging accessories designed for better patient comfort and experience. Our focus, through innovation and precision, is to engineer and manufacture the highest quality coils and accessories for the medical industry. We are seeking an experienced **Program Manager** to join our team.

In this role you will assume program ownership for a number of our new and sustaining development projects, and be responsible for overseeing all activities, operations and deliverables associated with such programs. You will be responsible for planning and evaluating project activities, allocating resources, and seeing programs through from launch to completion.

**Primary Responsibilities:**

- Oversight of scheduling, cost and technical performance for multiple concurrent, new and sustaining development projects.
- Rely on experience and judgment to direct project teams in activities, planning and organizing.
- Drive effective decision-making in overcoming technical, regulatory and operational obstacles.
- Act as the outward face of the company; interact directly with customers from inception through delivery; control scope and manage customer expectations.
- Oversee all design control activities (e.g., project related risk management, verification, validation and design transfer).
- Accountable for delivering projects on time and within project budgets.

**Requisite Experience and Qualifications:**

- Bachelor's Degree in engineering or related field.
- A minimum of 5 years' experience in medical device or regulated industry or in a related environment.
- Experience in managing multiple, complex technical projects within demanding timeframes.
- Experience delivering medical devices with FDA 21CFR Part 820 design controls.
- Experience with design history files and device master records.
- Solid understanding of the development process, including prototyping, requirements gathering, analysis and design, development tools and technologies, release and version control, and testing methodologies.

- Must possess experience working with Microsoft Project and other MS Office software.
- PMP certification preferred.
- Experience managing resources and leading teams to achieve project goals.
- Experience participating in global regulatory submissions and audits, e.g., 510(k), MDD, FCC, and QA system audits.
- Knowledge of FDA and global medical device regulatory and registration requirements.
- Maintain ownership of assigned tasks and possesses strong analytical and problem-solving skills.
- Excellent teamwork and communication skills.
- Proven ability to deliver results through others; skilled at building/leading dedicated, passionate teams. Can develop, motivate and hold others accountable.

**Core Position Competencies:**

- Change Management - Establishes structures and processes to manage change. Communicates change effectively. Monitors transition and evaluates results. Prepares for change and builds commitment.
- Communication (verbal and written) - Uses effective and clear expression when presenting ideas or information with verbal or non-verbal communication.
- Leadership - Inspires and motivates others to perform well. Takes charge of a situation, has others follow his/her leadership, and has a powerful presence. Gives appropriate recognition. Makes others want to work with him/her.
- Planning/Organizing - Puts issues/work tasks/paperwork in logical fashion. Develops realistic action plans. Prioritizes and plans work activities. Develops a path to a desired outcome.
- Priority Setting - Determines the interrelationship of tasks and the relative importance of tasks, makes plans, and takes action accordingly.
- Time Management - Allocates time efficiently to the most important issues and knows where not to spend time. Completes work in a timely fashion.

**Physical demands:** While performing duties of job, employee is frequently required to type, sit, stand; walk; use hands to finger, handle; reach with hands and arms; talk and hear. Employee must occasionally balance, stoop, and lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

If you are interested in joining a growing organization with a vision for the future, please send us your resume. We are a fast-paced work environment, offering competitive compensation, family-friendly benefits and so much more. Please visit [www.neocoil.com](#) for more information. Interested applicants should submit a cover letter and resume, including salary requirements, to [liz.sielaff@neocoil.com](mailto:liz.sielaff@neocoil.com)

*NeoCoil LLC is committed to a policy of equal employment opportunity. The Company conducts all employment practices without regard to race, sex, color, religion, national origin, age, disability, protected veteran's status, sexual orientation or any other basis prohibited by law. NeoCoil participates in E-Verify.*