

OPTIVUS[®]

PROTON THERAPY

Job Description

Job Title: Director of Production
Department: Production
Reports To: President
FLSA Status: Exempt

SUMMARY

Lead, motivate and set expectations for production, manufacturing and material management. Ensures production objectives are met in the areas of quality, schedule and budget. Develops and implements the company's production control functions, including master scheduling, production planning, scheduling, material requirements, work-in-process tracking, material and labor variance controls and manufacturing performance reporting. Establishes production policies in accordance with ISO 13485 requirements. Approves quantities, schedules and parts lists provided to purchasing to ensure timely and complete ordering, as well as receipt and issuance of production material requirements. Responsible for planning, reviewing and developing production procedures and personnel. Selects, develops, and evaluates personnel to ensure the efficient operations. Fosters communication across all levels of the organization. Accountable for prudent utilization of company assets, including people and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to the standard STL Job Description, Director of Production responsibilities include:

	Evaluation Factor
• Managing all aspects of production, ensuring objectives for quality, schedule and budget are achieved.	20%
• Developing partnering relationships with key suppliers	10%
• Directing Manufacturing Operations, ensuring goals are set and achieved.	10%
• Directing Material Management operations, ensuring goals are set and achieved.	10%
• Prepares and delivers comprehensive and understandable project status reports to management.	10%
• Responsible for the creation of project proposals, both technical and cost.	10%
• Provides the Controller with monthly reports required for customer billing by the 5 ^h of each month.	10%
• Responsible for continuous improvement of production schedules and reduction of production costs.	10%
• Responsible for establishing and maintaining team standards, practices and procedures.	10%

QUALIFICATIONS

- Experience (minimum of 5 years) leading a production team.
- Experience in NPI (New Production Integration).
- Established experience and ability to lead projects in a team-based environment.
- Experience with leading projects requiring compliance with FDA GMP/QSR of ISO 13485 design controls is desired.
- Effective interpersonal skills and excellent oral and written communication skills.
- Ability to utilize project management tools such as MS Project, and the MS Office Suite (Word, Excel, PowerPoint, and Access).

SUPERVISORY RESPONSIBILITIES

- Directly and indirectly supervises other positions and completes performance evaluations.

EDUCATION AND EXPERIENCE

- Bachelor's degree from four-year college or university with at least five years of related experience.
- MBA desirable.

LANGUAGE SKILLS

- Advanced language and communication skills required.

MATHEMATICAL SKILLS

- Ability to apply advanced mathematical skills and concepts.

REASONING ABILITY

- Ability to apply advanced reasoning and problem solving skills.

PHYSICAL DEMANDS

- Able to lift up to 25 pounds and able to sit for long periods of time in front of a computer.

WORK ENVIRONMENT

- General office environment.