



## Job Description

<b>JOB TITLE: Supplier Quality Manager</b>	
<b>BUSINESS DIVISION:</b> WISHBONE MEDICAL INC	<b>Status:</b> SALARY/EXEMPT
<b>DEPARTMENT NAME:</b> OPERATIONS	<b>Type:</b> FULL-TIME
<b>PREPARED BY:</b> HUMAN RESOURCES	<b>DATE:</b> 10/16/21
<b>WORK LOCATION:</b> CORP - WARSAW	<b>REPORTS TO:</b> VP Supply Chain

**SUMMARY:** The position of Supplier Quality Manager is responsible for working with suppliers and providing direction to establish a culture of continuous improvement in alignment with medical device regulations. The goal is to create a trusting relationship with emphasis on removing waste and variability from the supply chain flow, without product delay, while reducing costs and maintaining quality.

This position is responsible for mentoring supply chain team members and suppliers in key project improvement areas like quality, lead time, on-time delivery, scrap, and overall cost. The position will engage external suppliers and internal partners to meet critical operational objectives, utilizing supply chain development processes and tools for both legacy product and new product launches.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(includes the following but other duties may be assigned)*

- Coach and mentor supply chain team members
- Develop, manage, audit, and maintain approved supplier list
- Create and monitor performance metrics for suppliers including manufacturing, sterile packaging, and distribution
- Own Quality Management System elements related to suppliers, such as procedures, work instructions, agreements, and evaluations
- Work with suppliers to resolve non-conformities, deviations, and Supplier Corrective Action Requests
- Develop and apply advanced technical principles, theories, and concepts to improve quality, process control, and product acceptance
- Monitor and manage change control with suppliers and product development
- Work closely with product development on new product introductions

**QUALIFICATION REQUIREMENTS:**

- Bachelor of Science Degree in Engineering or technical field
- 5+ years' experience in medical device equipment and process validations, measurement system analysis, manufacturing process control, and risk management
- Green/Black belt, or Lean Sigma experience preferred

**OTHER SKILLS and ABILITIES:**

- Highly proficient in relationship building, coaching, and mentoring
- Cross-functional project planning experience
- Experience in Supplier Management
- Experience in Quality Improvement and Operational Excellence in a Manufacturing environment

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand, walk, and use hands to handle, or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Associate will normally work in an office environment but may also be subject to high noise levels from machines, and physical hazards from moving machine parts. WHEN OVERTIME IS SCHEDULED, IT IS MANDATORY.

**REVIEWED AND ACCEPTED BY:**

<i>MANAGER</i>	<i>ASSOCIATE</i>
<b>NAME:</b>	<b>NAME:</b>
<b>SIGNATURE:</b>	<b>SIGNATURE:</b>
<b>TITLE:</b> VP, Supply Chain	<b>TITLE:</b> Supplier Quality Manager
<b>DATE:</b>	<b>DATE:</b>

The above description is intended to describe the general content, identify the essential functions of, and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.  
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