



Media Value Stream Manager Job Description

Date/Rev: Nov 2020, Rev A.
Reports To: Director of Operations
Department: Media

Position Summary:

Plan, coordinate, control and direct manufacturing, material control, product assembly and manufacturing engineers to ensure continuous flow of production to meet customer needs for the Media Value Stream. Establish job priorities to determine order urgency and raw material availability. Analyze and implement improved methods and procedures for increasing productivity. Review and recommend process improvements to reduce manufacturing costs, mitigate manufacturing risks and improve product quality while managing to established budgets. Drive continuous improvement projects with manufacturing engineers.

Essential Functions:

1. Manage value stream activities in accordance with established production schedules, product quality standards and company profit objectives.
 2. Ensure schedules are maintained along with evaluating and disposing of rejected material. Check scrap problems, determine cause and work closely with QC to implement controls necessary to maintain high quality within planned production costs.
 3. Maintain Safety Stock while planning for optimal capacity utilization.
 4. Monitor flow of work, investigate unusual delays, interface with team leaders, engineering, quality control, manufacturing or sales department personnel to resolve problems and to ensure that production schedules and work quality standards are in line with customer expectations.
 5. Work closely with buyer/planners and suppliers to review supply needs and/or material problems. Recommend acquisition of new or replacement of equipment and tools to improve business performance.
 6. Maintain and update Master Batch Records, Bills of Materials and procedures as required. Review and sign off on engineering change notices.
 7. Respond to customer complaints/input and act as a resource to Sales & Marketing Departments.
 8. Manage cost improvement, risk reduction and quality improvement programs and establish policies and programs that foster communication, team building and motivate all employees.
 9. Keep Director of Operations informed of unusual operating conditions. Submit a variety of reports relating to manufacturing activities. Prepare and submit operating budgets for approval.
 10. Comply with GMP, ISO and OSHA regulations.
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Qualifications:

You are a hands-on person that strives to understand the details of the area you manage. You have an analytical mindset and can collect, analyze, present/communicate complex data concisely. You thrive with personnel management and team development and motivation. Additionally, you fulfil several of the following qualifications:

1. Engineering degree with a minimum of 4 years' experience in managing a manufacturing environment that is both labor and machine intensive. Master's degree in chemistry, chemical engineering, biomedical engineering or microbiology strongly preferred.
2. 5 years of experience in a management position of medical device or pharmaceutical manufacturing environments.
3. Understanding of aseptic manufacturing or pharmaceutical manufacturing is preferred.
4. Experience in engineering project management.
5. A proven track record of cost reduction and work simplification.
6. Creative individual who is able to communicate and coordinate good ideas through to implementation.
7. Fluent in Spanish. Ability to communicate well in English, both orally and written.
8. In-depth understanding of equipment, equipment qualification and process validation. Experience with analytical method validation and quality control testing is an advantage.
9. Six Sigma Green Belt or higher. Solid understanding of lean tools.
10. Proficiency with Microsoft Software such as Excel, Microsoft Word, Power Point, etc.
11. Thorough understanding of medical device manufacturing, especially as it relates to FDA and ISO 13485 manufacturing requirements
12. Passing of background check which may include verification of prior employment, criminal conviction, and educational records.

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