

R&D Project Manager

Scottsdale, AZ | Neolight Headquarters

ABOUT NEOLIGHT

At Neolight, we engineer and design empathy-driven solutions for newborns in need of neonatal medical care. While the medical device industry is focused on designing large, hospital-grade technologies that treat infant health conditions within the hospital, we focus on inventing devices that treat babies at home, under the care of parents. That's what empathy-driven innovation means to us.

Our first technology is a phototherapy device that we expect will eliminate jaundice through in-home rather than in the NICU. We have big plans for more devices that help as many families as possible suffering through the experience of having a newborn with a health condition. By 2020, we plan to be an industry thought leader in the neonatal healthcare sector, with our devices saving the lives of infants across the globe.

ABOUT THE ROLE

Position title – R&D Project Manager

Department – Engineering

Job Status – FTE

Travel Required – 10%

Job summary

The Project Manager (PM) will be responsible for providing business and technical leadership to cross-functional teams to define and develop medical devices from concept to launch at Neolight. The PM will coordinate multiple projects simultaneously including projects related to new product development, new product introduction, roll-out of new processes, etc. The PM will lead project teams through all phases of Neolight development process in compliance with US, EU, Japan, and other country regulatory and MOH agencies. The Project Manager will make project completion, budget, and resource commitments and manage stakeholder expectations about deliverables and funding during the project life cycles. The PM will be responsible for compiling and communicating project status, issues, and risk to both internal and external customers. This includes planning, structuring and delivering progress reports to the senior leadership as well. This role will also benchmark and continually improve project management processes at Neolight.

The Project Manager will be working with functions such as Marketing, Sales, Finance, Regulatory, Operations and Management to refine the customer requirements, budgets and prioritization of projects. This person will demonstrate a good understanding of how each project benefits both the company and the customer.

ESSENTIAL DUTIES



Lead the strategic planning, initiation, execution, and launch of new products and product extensions

Develop project plans, identify critical path, optimize acceleration opportunities, and facilitate communications between technical team members.

Drive all aspects of the project management process from planning, initiation, execution, control and closure; run all projects.

Build and maintain project timelines for each project and use these timelines to track and lead a project's progress

Inform all groups (including third parties/vendors) of deliverables and timelines, project developments and insures completion according to stated timelines

Report and review metrics for project performance and quality with the team and management

Review current standard operating procedures and business practices, make recommendations to improve processes and ensure implementation of agreed upon process improvements

Continuously interacts with all functions and levels of management ensuring effective ongoing communications across teams and stakeholders

Anticipates potential conflict situations for proactive solutions and manages conflict situations to result in win-win outcomes

May provide direct supervision of individuals and/or manage consultants

Train/coach/mentor team members and other functional areas in systems, procedures and tools related to the project.

Lead team through development of a project portfolio and establish and lead governance mechanisms to effectively manage the portfolio

DESIRED QUALIFICATIONS

- Bachelor's degree or Master's degree in a technical field or Project Management
- 5+ years of project management experience and at least 7 years of product life cycle experience with demonstrated success leading medical device development projects
- PMI (e.g. PMP, PgMP) or equivalent certification desired
- Experience with project management systems (e.g. Microsoft Project) is highly desired.
- Demonstrated ability to work with contract staff and contract development houses a plus.
- Superior customer relationship and effective communication skills
- Must have experience with medical device development, 21CFR 820.30 and ISO 13485 at a minimum. Understanding of ISO 14971 Risk Management is preferred
- Understanding of device development processes, Quality Management Systems, Good Manufacturing Practices, Good Laboratory or Clinical Practices, and applicable regulations required
- Must have experience working with, and basic knowledge of Engineering, Quality, Manufacturing, Supply Chain, Marketing, and Finance
- Ability to develop and deliver complex directions and project plans
- Detail orientated with ability to collect, record, and report complex project information accurately



- Advanced social skills sufficient for developing complex, dynamic relationships with a diverse variety of individuals representing a broad cross section of cultures, disciplines and levels of sophistication
- Demonstrated ability to work independently in all work setting and be a positive teammate across diverse organizations
- Ability to solve problems independently and advance problems appropriately in a timely manner

COMPENSATION & BENEFITS

COMPENSATION

- Salary is competitive with the market rate, and based on the successful candidate's specific experience and skillset.
- We offer stock compensation and performance-based raises.

BENEFITS

- Full health and dental insurance packages
- Unlimited time off as long as you're getting the job done
- Access to a full kitchen, bottomless coffee, and unsupervised play time with 3d printers
- The chance to work alongside a committed team of people who plan on saving lives and changing the world

TO APPLY

Does this job description sound like you? If so, we can't wait to meet you. Please send us an email to samantha@theneolight.com that includes the following:

- A resume detailing your professional experience
- A cover letter (with specifics about your interest in this specific role, specifically with Neolight),
- A list of no more than 3 professional references (including their name, relationship to you, email address, and phone number)

DISCLAIMER

Neolight participates in the federal E-Verify program to confirm the identity and employment authorization of all newly hired employees. For further information about the E-Verify program, please click here:

<http://www.uscis.gov/e-verify/employees>.