

Opening for – Business Development Project Manager

About Us

We are an ISO 13485 certified manufacturer of thermoformed plastics serving the medical and food industries. We welcome dedicated, hardworking individuals to join our team. Our long-term employees take pride in performing their duties while meeting our corporate objectives. Our goal is to provide a safe, welcoming and productive workplace for our current and future coworkers.

The Business Development Project Manager will be a key leader as we seek to serve customers with maximum efficiency and responsiveness. This is a customer facing role that also requires high level skills of project management and coordination of the resources at MPI to realize new business and provide excellent customer service.

Responsibilities

1. Understand all the elements for launching new customers and products in the context of customer requirements and MPI processes in an ISO 13485:2016 environment. Draft project plans, project timeline with milestones and review with the CEO/COO and Sales Account Manager prior to customer presentation.
2. Join with the Sales team at the earliest stages to prepare for project management activities after a project has been awarded to MPI.
3. Create Gantt charts with milestones and create project management system tools to precisely manage and communicate project progress to the customer.
 - a) Project Management: Coordinate and communicate with all internal departments to assure resources are available and projects stay on path.
 - b) Communicate to management any lack of capability or resource needs to meet customer expectations.
 - c) Customer Relationship Management: Build and nurture relationships with key clients and industry influencers. Collaborate with the sales team
 - d) Respect all the internal roles, keep them engaged and help them focus on serving the customer.
 - e) Attend daily Production and tooling LEAN meetings.
 - f) Communicate with customers to assure their requirements are understood comprehensively and that they are fully informed of the project timeline and any risks or changes to the timeline.
 - g) Understand project volume requirements at scale and propose MPI ability to work closely with customer on long term supply.

4. Support local customers with in-person service.
5. Support all customers with a powerful level of information and responsiveness.
6. Understand the development of prices at Merrill's Packaging and work with the CEO, CFO and COO to assure our pricing and costing are understood and aligned with our business goals. Support the VP Sales in the creation and management of price quotes.
7. Review opportunities for Master Supply Agreement
8. Create new processes and structure to incorporate this role and these activities into our ISO 13485:2016 processes.
9. Support and assure continuous compliance to our ISO 13485:2016 procedures.
10. Support all compliance to all regulatory matters that apply to Merrill's Packaging and our customers.
11. Adheres to Merrill's Packaging Safety Policy and Standards
12. Must be able to interpret customer drawings
13. Understands and own margin, job costing, project development and quote management.

Qualifications

- 3-5 years' experience in an ISO and FDA regulated environment desired (GMP, MDR, QSR, ISO 13485, ISO 9001, ISO 14001)
- 5+ years of professional project management experience preferred
- 2-5 years of manufacturing experience desired
- PMP desired
- Bachelor of Science Degree in Quality, Plastics, Industrial, Mechanical, Chemical Engineering or equivalent

Job Type

Full-time- Exempt

Salary

\$100,000 - \$130,000 per year

Benefits

401(k)

Dental insurance

Health insurance

Life insurance

Vision insurance

Other Employee benefits

**Schedule**

Day shift
Monday to Friday

Ability to commute/relocate

Burlingame, CA 94010: Reliably commute or planning to relocate before starting work
(Required)

Experience

Manufacturing: 2-5 years (Desired)

Work Location

One location