



JOB DESCRIPTION

Job Title Operations Project Manager

Location Orangeburg, NY

Scapa Scapa is a worldwide leading manufacturer of bonding and adhesive components and solutions for the Healthcare, Industrial and Electronics markets. We have a wide reaching global footprint, with 17 manufacturing and operations facilities across Europe, North and South America and Asia.

At Scapa, our focus is on our customers and we apply a deep understanding of our markets, from over 80 years of experience in the manufacturing industry, to create value.

We take an entrepreneurial approach, and everything we do is underpinned by our principles: Integrity, Compliance, Value creation, Entrepreneurship, Customer focus, Knowledge, Change, Humility, Respect and Fulfilment. Our philosophy allows our employees the freedom to create value for the business, our customers, stakeholders and communities.

Scapa Healthcare is a leading B2B global developer and manufacturer of Innovative Life-Enhancing Healthcare Technologies. Our expertise and uncompromising focus on quality in medical adhesives, films, coatings, and contract manufacturing services offer a broad range of Skin Friendly Turn-Key Solutions to our business partners. Our global research and development capabilities and manufacturing footprint allows for customized solutions, as well as providing unsurpassed speed to market in new product development.

Our product solutions are used in markets such as Advanced Wound Care, Consumer Wellness, Medical Devices and Trans-Dermal/Drug Delivery.

WEBTEC, Renfrew and Barrier are part of the Scapa Group.

Overview This position was created to supervise, track, analyse and execute Operations projects working closely with the Production, Supply Chain, Engineering, and Quality Assurance teams.

Reporting: This position reports to the Production Manager.

Responsibilities The key responsibilities are:

- Evaluate opportunities for process improvement in manufacturing.
- Coordinate with suppliers, vendors and internal resources to properly source necessary equipment/materials for projects implementation.
- Define the project management structure, and oversee cross functional teams from the planning phase to project completion.
- Set project scope and objectives. Define and monitor tasks, milestones and risks throughout the project to ensure company objectives are met.

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- Lead to execute project deliverables meeting required timelines.
- Coordinate engagement relationship and communication for projects.
- Effectively communicate changes in scope and/or timing to all appropriate functions.
- Identify, log, analyse, and manage potential and actual issues and risks, taking corrective action by tackling day-to-day issues head on.
- Manage relationships between Operations; work with teams to scale up final design/porotypes from feasibility to a product/process that is in a validated state.
- Ability to manage internal process improvement projects as they become available including but not limited to raw material qualification and production process improvements.
- Support continuous improvement initiatives, such as Lean Six Sigma projects, in all aspects of delivering project.
- Develop instructions and training programs for end users to ensure process requirements are properly implemented.
- Other duties may be assigned or assumed based on the needs of the business.

Virtues and Talents

The role incumbent will demonstrate the relevant talents for the role and will display the virtues aligned to our principles.

Essential skills:

- Interact with internal customers, specifically to understand expectations, end product user requirements and design criteria through the project.
- Strong leadership skills to effectively work with all team members.
- Develop, communicate and execute project plans for taking concepts from feasibility phase to implementation.
- Excellent written and verbal communication skills.
- Project management skills: setting and monitoring scope, actions and timelines, risk identification and mitigation.
- Problem Solving and decision making.
- Self-motivated to work independently or in a group.

Essential experience:

- > 3 years' experience in managing team based projects.
- > 3 years' experience in manufacturing environment.
- Experience in communicating with customers, suppliers and stakeholders.
- Medical device knowledge of CE, FDA and GMP experience.

Essential qualifications:

- Bachelor degree, prefer science or engineering background
- PMP certification preferred

Additional desirable skills, experience and qualifications:

- Experience in development of final packaged products.
- Skilled in project management software and proficient in Microsoft Office Suite.
- Knowledge of ERP
- Experience in ISO 13485, ISO 9001, FDA CFR 21
- Experience in ISO 14971