



Associate Project Manager

Location: Waltham, MA

COMPANY OVERVIEW

BVI® is refocusing the future of vision.

As one of the fastest-growing, diversified surgical ophthalmic businesses in the world, our purpose-built portfolio spans more than 115 countries. We've set our sights on touching the lives of millions of patients affected by conditions such as cataracts, refractive error, glaucoma, retinal disease, and dry eye.

Unburdened by legacy or bureaucracy, we have developed our strategy around a simple concept — taking pride in delivering innovative solutions for our physicians and patients, based on their needs. We trust and empower our associates to make decisions and solve problems because collaboration drives us. Valuing agility, simplicity, and transparency, we stay committed to listening to our customers, delivering for our patients, and keeping the future in focus.

PURPOSE

The Associate Project Manager leads a product or technology development project utilizing a cross-functional team. The incumbent is responsible for managing timelines and budgets through a cross-functional team to ensure successful completion of assigned projects.

RESPONSIBILITIES

- Manages cross-functional development teams indirectly with support; leads teams effectively; provides input to functional managers on team and team member performance.
- Manages the technical challenges of technology application and new product development; identifies, communicates, and manages low levels of technical risk.
- Manages key initiating, planning, executing, controlling, and closing processes; develops and implements project plan; builds team ownership and commitment to project plan.
- Leads teams through phase gate development processes; leads team to complete activities to current policies and practices; keeps documentation organized, creates Scaling Plan and Design History File for the project.



- Responsible for team and cross-functional communications; liaison between the team and the senior leadership; leads (with assistance) phase and business reviews, project meeting minutes, issues log, metrics, and other key communications.
- Demonstrates a primary commitment to patient safety and product quality by maintaining compliance to the Quality Policy and all other documented quality processes and procedures.
- Drives to meet project objectives for a functional area (e.g. operations, R&D, packaging, etc.)
- Works with external vendors
- Creates and maintains project schedules
- Manages project budgets and/or scopes of work

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Communicates effectively and efficiently in order to gain alignment and drive objectives.
- Experience in leading a team and projects of low to moderate complexity
- Experience presenting project updates to management/senior management
- Familiarity with product development process
- Good problem solving skills and interpersonal skills
- Excellent organizational skills, interpersonal skills, and strong verbal, written, and presentation skills.
- Strong Emotional Intelligence, situational leadership, and ability to manage by influence
- Results-oriented, positive attitude focused on delivering timely, accurate and best in class execution
- Comfortable communicating to and presenting in front of all levels of the organization
- Proficiency in MS Office applications; SmartSheets a plus



MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Minimum of Bachelor's Degree in Science, Engineering or Business and 3+ years of experience in team leadership or product development or sustaining, preferably medical devices.
- Ophthalmology experience preferred
- PMP® certification preferred

PHYSICAL REQUIREMENTS

- Extensive use of keyboard requiring repetitive motion of fingers.
- Extensive use of telephone and face-to-face communication requiring accurate perception of speech.
- Regular sitting for extended periods of time.
- May require occasional travel.

Interested? Submit a cover letter and C.V.
to TalentAcquisition@bvimedical.com



BVI is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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