



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 Project Manager I leads and manages the development of new products from concept to commercialization or sustain projects utilizing our development process and cross functional teams. The incumbent is responsible for managing timelines and budgets through a cross-functional team to ensure successful completion of assigned projects.

RESPONSIBILITIES

- Identify and coordinate all activities required to timely complete the project or task through the team.
- Ensure current BVI policies & practices and accurate documentation requirements are followed.
- Effectively lead project team ensuring good cross-functional communications and provide input to functional managers on team and team member performance
- Generate high-level plans, communications, and schedules on larger projects requiring prioritization and workload adjustments.
- Identify resources required for assigned project activities and build teams to complete projects



- Assess business risks and prioritize tasks among many activities will be a key skill to have for this position
- Identify, communicate, and manage moderate levels of technical risk
- Delegate and manage tasks among team members as appropriate to their skill level and risk to the project
- Develop project budgets, resource allocations and timelines
- Communicate with personnel in various BVI international locations and all management levels
- Liaison between the team and senior leadership; leads phase and business reviews, project meeting minutes, issues log, metrics, and other key communications.
- May also lead and continuously improve the Sustaining Engineering prioritization process and related work stream activities from identification through completion.
- 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.
- Establishes operating policies and procedures that affect immediate subordinate organizational units and may have company-wide effect. Interprets and recommends modifications to organizational policies.
- Functions as an advisor to subordinates supervisors to meet schedules or resolve technical or operational problems. Develops and administers short to mid-range plans, budgets, schedules, and performance standards.
- Provides indirect leadership to cross functional team by communicating and providing guidance towards achieving objectives.
- Participates in the development of less experienced staff by setting an example, providing guidance, and offering counsel
- Assignments are expressed in the form of tasks and objectives; generally makes day-to-day decisions within established guidelines regarding work processes or schedules in order to achieve the program objectives established by senior management. Ensures that projects are completed on schedule and within budget.



REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Good problem solving skills and interpersonal skills that including working in a team environment and ability to indirectly lead others.
- Proven leadership track record of mid- to large projects/programs that include capital and/or disposable product development.
- Foster a diverse workplace that enables all participants to contribute to their full potential.
- 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 5+ years of work experience in project management, product development or sustaining leading cross functional teams, preferably medical devices
- Demonstrated project management experience leading cross functional teams and managing project scope, schedule and budget
- 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.

Important notice to Employment businesses/ Agencies

BVI does not accept referrals from employment businesses and/or employment agencies in respect of the vacancies posted on this site. All employment businesses/agencies are required to contact BVI's human resources department to obtain prior written authorization before referring any candidates to BVI. The obtaining of prior written authorization is a condition precedent to any agreement (verbal or written) between the employment business/ agency and BVI. In the absence of such written authorization being obtained any actions undertaken by the employment business/agency shall be deemed to have been performed without the consent or contractual agreement of BVI. BVI shall therefore not be liable for any fees arising from such actions or any fees arising from any referrals by employment businesses/agencies in respect of the vacancies posted on this site.