

Finished Goods Assembly Supervisor

Job Location – Boston, MA

Duties and Responsibilities:

Primary responsibilities are to:

- Supervise Device Process Operator and/or Finished goods assembly operators.
- Use department databases to track and manage scheduled Device production.
- Effectively follow SOPs, policies, and ISO/QSR inventory requirement.
- Provides direction and Guidance to intermediate and entry level Process Operators.
- Communicate technical details of production schedule to manufacturing personnel.
- Assist in updating SOPs as necessary.
- Manage Production inventory levels.
- Develop business continuity/resilience plan and methodically eliminate high risk single points of failure: people, equipment, suppliers.
- Provide support to the Quality Team during corporate audits.
- Actively participate in department activities and confirm compliance with controlled procedures are required.
- Attend all scheduled production meeting.
- Reports on all resource issues such as personnel, material, and equipment.
- Review & transact DHR Batch Records in MAS200 and Oracle system as needed.

Qualifications:

- Education: An Associates/Bachelors degree or equivalent with related work experience is required.
- Experience: A minimum of 2-5 years' supervisory experience in medical device, pharmaceuticals, Quality/Regulatory Compliance, or other regulated product preferred environment.
- Familiarity with application of FDA and/or ISO quality standard in a government regulated industry.
- Experience working in an ISO certified cleanroom and gowning requirements
- Capable of supervising up to 15-17 direct reports while performing their own duties.
- Moderate computer competence, including experience with database and Microsoft Office software to create reports, spreadsheets, analyze data and prepare presentations. Ability to follow instruction precisely, recognize deviation, and recommend corrective action. Detail-oriented.
- Excellent communication and organizational skills, Strong in interpersonal skills and ability to work with others in a positive and collaborative manner.

- Experience with Oracle and MAS200 preferred.

In an effort to minimize the spread of the coronavirus and to protect our employees, all new hires in the US and Puerto Rico will need to be fully vaccinated for COVID-19 in order to be considered for employment with Integra LifeSciences, unless eligible for an accommodation as provided by law.